Film Equipment Check-Out Procedure:

**Equipment Check-Out Manager:**

*Jen Humphreys*

Phone: 801.585.0503

E-Mail Address: jenni.humphreys@utah.edu

**Equipment Check-Out Contact Info:**

Phone: 801.585.0424

E-Mail Address: uofufilmequiprental@utah.edu

Location: FMAB 008

Advanced Film Equipment

Advanced Film Equipment designated for the following courses:

Production courses FILM 3530 and above.

Procedure to request Advanced Film Equipment:

1) Students **MUST** e-mail a list of equipment needs to the equipment check-out lab manager. (jenni.humphreys@utah.edu)
   - Students, please be sure to include the following information in your email:
     o class you’re registered in
     o Date(day) you would like to check-out the equipment.
     o If you ask for an extension, you will need to include a reason for the extension.
   - It is preferred to have a 2-week advance notice; however, it is **REQUIRED** to give, **no less**, then a 5-day advance notice.
     o If equipment is requested with less than a 5 days advance notice, you will not get equipment, barring a discussion between your instructor and Equipment Lab Manager.
       (Please request equipment **NO LESS** then **5 days** prior to when needed)

2) Once the equipment check-out lab manager receives student’s e-mail, they will reply with a link.

3) Students **MUST** follow the link to schedule a check-out timeslot **AND** a return timeslot.

4) Once the student has scheduled a check-out and return timeslot, equipment check-out lab manager will send the student a confirmation email.
   - Confirmation e-mail will include: List of reserved equipment, date and time of check-out, and date and time of equipment return.

5) Students will pick up equipment on the day and time they have scheduled via the link.
   - Students will have a **10-minute grace period** from their scheduled timeslot to pick up equipment.
   - If student does not arrive within 10-minutes **after** their scheduled timeslot, their equipment will be released.
   - Students who return equipment 10-minutes **after** their scheduled return timeslot, will get a mark on their record.
   - 3 marks on a record will result in termination of equipment check-out privileges for the remainder of the semester.