Film Equipment Check-Out Procedure

Equipment Check-Out Lab Manager:
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Location: FMAB 008

Film Equipment Check-Out Procedure:

Basic Film Equipment
Basic Film Equipment designated for the following courses:
  - FILM 2500 Intro to Film Production
  - FILM 2510 Intro to Media Arts Production
  - FILM 2620 Computer Animation I (Wacom Tablets ONLY)
  - FILM 3100 Intro to Documentary
  - FILM 3420 Sound for Film

Procedure to request Basic Film Equipment:

1) Students **MUST** e-mail the equipment lab. E-mail must include the following information:
   - Date(day) you would like to check-equipment out.
   - The class you are registered in, and for which you are requesting equipment for.
   - List of equipment needed.
   - It is preferred to have a 2-week advance notice; however, it is **REQUIRED** to give, **no less**, then a 5-day advance notice.
     - If equipment is requested with less than a 5-day 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 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, the student will need to communicate to the equipment check-out lab that they have scheduled their timeslots. As soon as students confirm they have scheduled timeslots, the equipment lab will send 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 students do 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.