Film Equipment Check-Out Policy

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Equipment Check-Out Policy:

1) Students **MUST** currently be registered in a film production course in order to check-out equipment from the, U of U, Film & Media Arts Department equipment check-out lab.

2) Students are **REQUIRED** to fill out and sign the equipment check-out agreement form, before, checking out any equipment.
   - Form will be filled out on student’s first visit to the equipment check-out lab.

3) Students are allowed to check-out equipment for a **THREE-DAY PERIOD**.

4) Check-out days will be: **MONDAYS, TUESDAYS, and FRIDAYS**.
   - Students will be able to sign up for a check-out date of either a Monday, a Tuesday, or a Friday.
     Students will schedule a specific time they’ll pick up equipment on the check-out day they have chosen.
   - Example: Student signs up for a check-out day of Monday, they will then sign up for a timeslot for that Monday and then said student will be required to return that equipment on the following Thursday.

5) **EXCEPTIONS** to the Three-Day check-out period and check-out day(s) can be made.
   - Any exceptions can **ONLY** be made and then approved by equipment check-out lab manager.

6) Students are **REQUIRED** to bring and show their uID before receiving their equipment.

7) Students are **ALLOWED** to check-out equipment that is designated for the course they are currently registered.

8) Students are **NOT ALLOWED** to check-out equipment for any personal or commercial projects.

9) To avoid being held accountable for loss or damages from previous user(s), students **SHOULD** run a check and counts on the equipment they are renting, **BEFORE**, leaving the equipment check-out area.
   - If students choose to leave the equipment check-out area before running a check & counts, they will be responsible for any damages or losses, regardless, if it was damaged or lost prior to their use.

10) Students are **RESPONSIBLE** for equipment while it is in their custody.
   - If equipment is **LOST** or **STOLEN** while in the custody of student, they will be required to replace the lost or stolen piece of equipment.
   - If equipment is **DAMAGED** while in the custody of student, they will be required to pay for repairs, or the cost to replace the equipment if it cannot be repaired.

11) Students **WILL NOT BE ALLOWED** to check-out equipment until they have replaced, or paid for equipment that has been lost, stolen, or damaged while in their custody.

12) Students should **NEVER** leave equipment unattended!
   - **DO NOT** leave equipment outside the equipment check-out lab. If equipment is left outside equipment check-out lab, this will result in **TERMINATION** of check-out privileges for the remainder of the school year.
   - **DO NOT** leave equipment in your vehicle overnight.
   - **DO NOT** leave equipment in plain view, should you have equipment in your vehicle while shooting.

13) Students who **CONTINUOUSLY** return equipment late, will have their check-out privileges suspended for the remainder of the semester.

14) The equipment check-out lab manager holds the right to suspend or revoke a student’s check-out privilege, due to violations of equipment lab policies and procedures.
   - If a suspension or revocation has been emplaced, equipment check-out manager will set a meeting with the student, and will review why the suspension or revocation was emplaced.
   - If equipment check-out lab manager and student come to an understanding, the suspension or revocation may be lifted.