JAMM Equipment Checkout Policies & Procedures Agreement • Fall 2013 • Equipment Room opens Tuesday, Sept. 3rd

EQUIPMENT CHECKOUT SCHEDULE: Audio/video gear is available *only* during these posted operational hours:					
Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
10:20 a.m.-2 p.m. 5:30– 9 p.m.	5:00-9:00 p.m.	10:30 a.m.-2 p.m. 5:30– 9 p.m.	5:00-9:00 p.m.	11:00a.m.-3:00 p.m.	5:00-9:00 p.m.

Closed on Saturdays Fall 2013 Closed for Fall Break November 23rd through December 1st
Closes for the semester on Friday, December 13th @ 3:00 p.m. All gear must be returned before this time

Fill out the form completely. You must include the time and indicate a.m. or p.m. (Obviously you can only check gear in or out during open hours of operation so schedule accordingly). Include all **contact information**, **class number** and your **signature** in order to have your request processed. Be sure to sign the back of the form.

- Request all the equipment you need. For example, if you request a shotgun microphone you must also request a mount or xlr cable. Take the time to double check what you have requested and make sure you have properly filled out the form.
- Note the time you have committed to return equipment. If you are more than 10 minutes late, fail to return all gear, break or damage gear, you will receive a strike. If you fail to return equipment on time, you will be given additional strikes for each day it is late. One strike is a warning, two strikes means you cannot check out gear for a week. If you receive three strikes, fail to return gear or pay for its replacement you will not be permitted to check out gear for the rest of the semester.
- Gear is reserved on first-request basis and specifically for the date and time of the request.
- If you sign for the gear, you are responsible for it. Never lend gear you've signed for to anyone. If you allow someone to borrow the gear and he/she breaks or loses it, you are responsible and will pay for it. Keep gear in your physical possession at all times. Gear will only be checked in and out to students who have signed this agreement and are registered for production courses in a given semester. The person who signed for the gear must be the person who returns it.
- Look over gear when you check it out to confirm you have everything you need. Test the equipment before leaving the RTV Center to confirm everything is functioning properly. If you are unfamiliar with proper operation of gear check out a user manual and ask for help.
- Accidents and loss can be prevented. You will be charged for any damage or loss beyond normal wear and tear.
- Never leave gear in cars or out of your sight. Weather can be problematic for the proper operation of electronics so keep gear in secure, locked, interior locations overnight. If the gear is returned at an extreme temperature, you will lose checkout privileges for the semester. Never leave gear unattended in the RTV center (or anywhere else including your location for shooting).
- Equipment can only be checked out for 24-hour periods during the week. On weekends, you may pick gear up on Friday but it must be returned by Monday morning. You can always bring gear back early during open hours, but late gear is never acceptable.
- Editing Bays are scheduled on a first-come first-served basis. Sign up sheets are posted on each door. Sign up for time on the bay you wish to use. Edit bays are not networked so if you put footage on a computer you must continue to edit on that specific computer. Be courteous to your peers when using these facilities. If you sign up for more time than you need or finish early, cross your name off the schedule for the time you will not be using so other students can access the bay. Editing bays open and close with the checkout hours of operation. On **IMACS A, B, C, D, E, F & HDV #1 all media must be saved to the PROJECT HARD DRIVE, any media saved to the Desktop, Mac or NLE drive will be deleted. IMAC G & NLEs 4A & 4B have only one hard drive so media can be saved to that drive but never to the desktop.** ***Any material saved to the desktop will be DELETED.*** **Hard drives will be deleted at midterm, at the end of each semester or as space is needed during the semester. It is strongly recommended that you purchase an external hard drive to back up your media onto. Keep track of your media workflow, copy & backup finished videos & footage onto your personal drive.**

Please initial each statement and sign below.

___ I understand that the School of Journalism and Mass Media equipment and facilities are for use only by students registered in JAMM audio/video production courses in a given semester. JAMM equipment and facilities are to be used by registered students only for work assigned in those audio/video production courses. No outside work or personal projects are allowed.

___ I understand that I accept full responsibility for the safe care, operation and return of equipment.

___ I understand that I am financially responsible for lost and/or damaged equipment and that my student account will be charged accordingly for replacement and/or repair

___ I understand that equipment is due within 24 hours of when I checked it out (except weekends) and that I will return gear at the scheduled time.

___ I understand that if I don't return gear in a timely manner and/or lose/damage gear I will be denied further equipment reservations.

___ I understand that I must sign up for editing time, save my media to the appropriate hard drive, and power off equipment when I finish editing. I also understand that media stored to the wrong hard drive will be deleted, that hard drives are deleted at midterm and the end of the semester or as space is needed during the semester and that it is strongly recommended that I use my own external hard drive to store my media and projects.

___ I understand the above stated policies and procedures for Equipment Checkout and Editing Facilities. My signature confirms that I have read the policies and procedures and agree to these terms.

Sign here: _____ Date: _____

Print your name here: _____E-mail & phone #: _____