

# LIU POST FILM PROGRAM EQUIPMENT ROOM POLICY

Students staff the film program's equipment room. While they work for the film program, each staff member also attends classes and maintains outside responsibilities. The equipment room staff will make every attempt to post and keep convenient business hours.

## RESERVATION PROCEDURES

- 1.1 To reserve equipment, students must appear in person and complete a reservation form two days prior to pick-up (example: reserve on Tuesday to pick-up on Thursday). No pick-ups are allowed on Fridays.
- 1.2 Transfer of equipment from one student to another is strictly prohibited. The student signing out any equipment is at full fault for loss or damage.
- 1.3 Students wishing to check out equipment without a reservation must acquire permission from a faculty member in writing.

## PICK-UP PROCEDURES

- 2.1 Only the student listed on the reservation form may pick up equipment. No pick-ups prior to 12:30 pm as well as after 5:00 pm, Monday through Thursday. Student must pick-up equipment at the exact time and date listed on the reservation form. If they do not adhere to the date and time they agreed to, then equipment can be denied or given to another student.
- 2.2 All students are fully responsible for checking the condition of equipment themselves. All students are expected to check each and every item, and to report any imperfections. Signing for and leaving with equipment negates any fault on part of the film program equipment room.

The equipment room staff will note any missing pieces and damaged equipment if notified. The turn around time on many items are short, which does not allow for detailed inspections by equipment room staff.

## RETURN PROCEDURES

- 3.1 All equipment must be returned by 11:00 am on the scheduled return date. Equipment returned after 12-noon will be documented as one day late (that's a one-hour grace period).
- 3.2 Students wishing to keep equipment longer than scheduled return date are free to ask for extensions prior to 12-noon on the scheduled date of return. All extensions must be requested in person. No extensions will be granted over the phone (unless of an emergency). Since equipment might be reserved by other students while still in use, students are required to return equipment if an extension is not possible. Refusal to return equipment after being denied an extension will result in a 2-week ban from equipment use, along with accrued late fees.
- 3.3 No extensions on equipment will be granted after 12:00 pm without written permission from a faculty/staff member.
- 3.4 As listed in article 2.2, all students are fully responsible for checking the condition of equipment. Signing for and leaving with equipment negates any fault on part of the film program equipment room. All missing or broken equipment will be documented on return. Student may be charged for repair or replacement.

## POLICY VIOLATION PROCEDURES

- 4.1 There is a \$10 late fee for each day that equipment is not returned without extension. After three days late, the student will receive a 2-week ban from equipment use.
- 4.2 There is a \$5 fee for batteries that are returned uncharged.
- 4.3 Students may not reserve any equipment until fines are paid. To reserve equipment while in negligent standing, the student must acquire written permission from a faculty/staff member.
- 4.4 All fines not paid by the end of the semester will result in a bursar block. This includes unpaid fees for tardiness as well as the replacement of broken or missing equipment.
- 4.5 The equipment is to be used for student projects only. Equipment used for personal projects is strictly prohibited.

*THE EQUIPMENT ROOM WILL REFUSE SERVICE TO ANY STUDENT UNTIL POLICY IS SIGNED AND DATED*

**STUDENT NAME (print):** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_