

EQUIPMENT SIGN-OUT POLICY FORM |

TERMS AND CONDITIONS

- I agree that Equipment will be used for academic purposes.
- Because the Equipment may fail, I am solely responsible for backing up any files I create.
- Temple University accepts no responsibility and will not be liable for any losses or damages of any nature due to the failure of the Equipment.
- I assume all responsibility for the safety and condition of the borrowed Equipment.
- I will report any malfunction and/or damage when it occurs, even if it is before the scheduled return date.
- I am responsible for the costs of repair and/or replacement of the borrowed Equipment, which might result from theft, loss, misuse, or neglect by myself or any other persons. My maximum liability for repair or replacement is \$1000.00 per item.
- University insurance, which normally acts as supplemental coverage above the \$1000 cost (per item), does not cover theft from vehicles at ANY location. **I may be liable for the full amount of loss that results from the theft of a vehicle.**
- I agree to pay any collection costs and/or attorney's fees if I do not pay the amounts I owe when due.
- If necessary, the Office of Risk Management may link to my Temple Student Account for cost recovery.
- Checkout privileges can be revoked for failure to return equipment at the agreed-upon time or for loss or damage.
- Any incident for which a claim is filed must include a "Report Damage" and, in case of theft, an official Police (Campus or City) "Incident Report."

AGREE AND CONTINUE

PRINT STUDENT NAME _____

STUDENT SIGNATURE _____

TUID _____ EMAIL _____ PHONE _____

EQUIPMENT SIGN-OUT POLICIES AND PROCEDURES

POLICIES

- Tyler Photography has equipment that can be checked out by students designated for off-site and onsite usage.
- Students must be enrolled in an in-person Tyler Photography course or have permission from the Program Head.
- Class use takes priority over individual needs.
- Students must have a signed Tyler School of Art and Architecture - Equipment Checkout Policy Form – Terms and Conditions on file.
- To reserve and sign out equipment for off-campus use, you must use the online reservation system CHEQROOM.

PROCEDURES

- Students actively enrolled in in-person Tyler Photography classes will receive an email invitation to their Temple account from CHEQROOM. **Please accept and set up your account immediately as the invitation disappears after one week.**
- Equipment must be reserved – in advance – through CHEQROOM. Review the **CHEQROOM Reservation Sheet**.
- Reservations cannot be made at the Cage.
- Checkout durations vary and are designated for each piece of equipment.
- If a piece of equipment is unreserved at 9 AM on the date of return, you may be able to extend checkout for one additional session.
- If equipment is not picked up by the end of the designated checkout time, it may be made available to others who have placed a reservation.
- High-end cameras, digital backs, pro-strobes, light meters, transmitters, and other equipment may be signed are for Classroom/Studio Use and may not leave the studio. Training and permission may be needed to use this gear.
- Students must show their ID before picking up equipment.
- Checkout privileges can be revoked for losing or misusing equipment, not reporting damage, repeatedly failing to pick up or return equipment on time, or not adhering to policies and procedures.

EQUIPMENT SIGN OUT & RETURN:

MONDAYS & WEDNESDAYS: 9.30 AM – 12.30 PM

FRIDAYS: 9.30 AM – 2.00 PM