

# 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**