

After your second late return, you are banned from the checkout room for FOUR WEEKS of class. The same provisions apply regarding a professor's note.

After your third late return, you are banned for FIFTEEN WEEKS of class, no excuses.

3. If you are found to be checking out equipment for banned students, you will automatically be banned for rest of the school year. No exceptions.

NO EXCEPTIONS TO THESE GENERAL POLICIES

MDIA Policies

The instructor of record for MDIA courses in which equipment is needed will provide a signature and their printed name in order to check out gear. Additionally, the faculty advisor of an approved MDIA student organization may also authorize equipment usage.

Extended checkouts are allowed, but must be submitted on a separate extended checkout form. This requires a faculty signature and printed name

MDIA RECOMMENDED CLASS EQUIPMENT:

MDIA students may check out equipment if approved by their instructor of record. The following are

VisCom Policies:

1. You must fully charge camera batteries before checking the equipment back in.
2. Each time you check out equipment, you are limited to one camera body and two lenses.
- 3.

Coms Policies

Historically, gear from Coms has been under long-term checkout- generally, for the semester. Department equipment is expected to be returned during finals week, or prior to the last day of the semester.

WOUB Policies

We request students reserve gear in advance. Walk-ups will be served in as timely a manner as possible. We limit the pieces of equipment for a walk-up to three (field kit with accessories counted as one). Beyond three, please schedule a pick-up time so gear may be "staged and prepared" prior to your checkout.

WOUB supplies rechargeable double A batteries for Sennheiser audio gear. Check your batteries in both transmitters (bodypack and stick), and receiver before you leave. If display indicator is reduced to one "hash-mark", we'll replace with charged batteries. Trade your old one's for new. The old batteries will be recharged. Do not recycle or throw away rechargeable batteries!

Camera batteries (2) must be retrieved from field kit and handed to ER staff for recharging. Allow bag to remain open so staffer can double check contents.

Only WOUB staff may reserve and checkout associated WOUB equipment as needed by assignment.

Scripps College of Communication Equipment Responsibility Disclosure

For the School Year 2014-15

Scripps College of Communication is encouraging each student to have an insurance policy to cover the use of equipment. You are responsible for returning the gear in the same condition as when you checked it out from the equipment room. All students must sign this form and the "Equipment Check Out Agreement" for the school year 2014-2015 in order to have access to equipment room privileges. All charges are the responsibility of the student. Items will not be billed to other entities.

Please check one of the following options:

I will be self insured for the school year. By checking this option I recognize that I will be held responsible for the full amount of gear, which can total \$15,000 or more, each time I borrow equipment from the check out room.

I am covered by my parents' insurance policy. It is my responsibility to verify that my parents' insurance will cover rental of professional equipment or that they have purchased a rider to cover rental equipment.

I am already covered by an insurance policy, and I have purchased a rider on an existing insurance policy to protect rental equipment.

I will purchase an insurance package that covers equipment use (such as Hayes; recommended by the School of Visual Communication). It is my responsibility to do so.

Print name: _____ Major: _____

Signature: _____ Date: _____

Cell Phone: _____ PID No. _____

Email: _____

Local Address: _____

Ohio University Scripps College of Communication
Equipment Check Out Agreement
For the School Year 2014-2015

The undersigned acknowledges receipt of equipment from the School's inventory, and by signature, certifies that is in good working order and condition.

Further, you agree to be fully responsible for this equipment, and to render proper care of it.

The borrower agrees to make provisions for the protection of the equipment from the elements, and to be financially responsible to Ohio University for any equipment that is lost, stolen, damaged, or rendered inoperative due to impact damage, abuse, negligence, accident, or misuse.

It is understood that the School of Visual Communication, the E.W. Scripps School of Journalism, the J. W. McClure School of Information and Telecommunication Systems, the School of Communication Studies, the School of Media Arts & Studies, WOUB, and Ohio University retain title to the listed herein.

The equipment is to be returned in good working order and condition to the same location from which it was borrowed, by the listed due date.

Lost accessories must be replaced.

Always check the equipment before you sign the paperwork.

I HAVE READ THE ABOVE PARAGRAPHS AND AGREE TO ABIDE BY ITS STIPULATIONS.

Signature: _____ Date: _____

Print name: _____ Major: _____

Cell Phone: _____ PID No. _____