

# School of Communication, Film, and Media

## Equipment Pool Borrowing Policies & Contract

The School of Communication, Film, and Media Equipment Pool offers a full-range of in-house, professional video, audio, lighting and grip equipment to support its diverse production curriculum.

### Eligibility

- You must be an active UWG School of Communication, Film, and Media major or minor currently enrolled in a COMM production class to reserve or borrow equipment from this pool.
- A signed version of this policy sheet, indicating your understanding of all check-out policies here and [online](#), must be on file before you may borrow equipment.
- You should be ready to present your UWG ID to borrow equipment. Check-out staff will verify your ID against the current roster for your class before lending you equipment.
- You may only check-out and return equipment for yourself and you are solely responsible for the its care and safety.
- You are only eligible to borrow equipment on which you have received instructor training. You may be asked to demonstrate this training in order to borrow equipment, or confirm instructor permission first.

### Checkout Procedure

- **Reservations are strongly encouraged.** You may make these in person during store hours, or by using the [online form](#) to submit request.
- **All equipment is subject to availability** and being returned in full working condition and on-time by other borrowers. This includes reserved equipment. Some equipment may not be approved for your class.
- **The borrowing period** for each transaction will begin and end on days the pool is open, and will be one of these two situations: Mon to Thu (72 hours), Thu to Mon (96 hours weekend).
- **Return time is before 2:00 PM.** Equipment **not** returned by 2:00 PM is considered late. A late return by you impacts another student directly, and your borrowing privileges. Each return period that is missed counts as a separate late return.
- **Any item is not considered returned until ALL PARTS IN THE KIT are returned.** Each kit should have an inventory card with parts listed. You are responsible at check-out for ensuring that items signed for on your contract are in your kit. Bring any discrepancies to the attention of staff. As you use the equipment, pay special attention to small items such as batteries, chargers, accessories, screws and fasteners.
- **Pick up time is after 2:00.** You may check earlier to see if your equipment is ready. Any equipment unclaimed during the last 15 minutes of check-out hours becomes available to be checked-out to other students. These "*last-chance*" check-outs must be returned the following check-out period by 2:00 PM, *unless* you have a pre-existing reservation and confirm with staff before you complete the transaction. For fairest access for all, a back-to-back "*last chance*" exception cannot include a weekend reservation.
- **If you cannot claim your reserved equipment, you should email [scfmpool@westga.edu](mailto:scfmpool@westga.edu) by 8 AM** (of reservation day) to cancel your reservation and release equipment to other students.
- **No back-to-back check-outs for items.** Plan accordingly. You may check-out separate items on separate days, but you may not have or reserve the same equipment item (ie, model) for two successive check-out periods. Exceptions to this rule would be in the case of the "*last-chance*" checkouts described above when coupled with a standing reservation. Friday and Monday are considered back-to-back periods.
- **Check-out Parking:** A reserved space is located on the North side of the Anthropology building, on Back Campus drive, for your check-out business only. There is a 20-minute time-limit on the use of this space, and you may use it only during check-out hours. Park there and immediately retrieve the parking pass from the check-out counter, sign-in and place the pass on your dashboard. You will be provided the gate code at the beginning of the semester, or as it changes. Note that Back Campus drive is a one-way with pedestrian and bus traffic and that the parking space is a "Back-in" space. Please be appropriately careful when entering and leaving this space.

**Responsibility**

- Your check-out form is a signed contract acknowledging these policies.
- You, and no one else, are fully responsible - ethically, legally and financially - for the equipment under your care, including damage, loss or theft of any item or part checked out to you.
- You are responsible for actively inspecting the condition and presence of all items at the time of check-out, and alerting staff if you think an item is missing or damaged.
- You should not leave equipment checked-out to you in any classroom, work-space, at your location, or otherwise unsupervised. Similarly, for reasons of security and because much equipment is sensitive to heat, you should not leave equipment in your car.
- You are expected to use and monitor your **my.westga.edu** account for all checkout business, including notices from check-out staff, instructors or the departmental office regarding your contract. Failure to reply to correspondence in a timely manner may lead to loss of check-out privileges and more serious sanctions, ultimately including law-enforcement.
- You are responsible for planning your schedule to accommodate the time needed for all business with the pool, including your waiting time at the counter, detailed equipment inspection of your items at both ends of the transaction and your future ability to return equipment at the contractually agreed-upon time.

**Penalties & Stipulations**

- **Loss of check-out privileges:** You will be unable to check-out equipment until all equipment or replacement costs related to check-out business are paid. Two late returns will result in loss of check-out privileges for one month. Three late returns will result in loss of all check-out privileges from the pool for all classes for the semester.
- **Lost, broken or stolen items:** Replacement cost for lost, broken or stolen items will be determined by staff through approved state vendors. Your payment to the departmental office will be required before check-out privileges can resume.
- **Payments:** These should be made in cash or by check at the School of Communication, Film, and Media office in Miller 2301 (not at check-out) during business hours. Checks should be made payable to *UWG School of Communication, Film, and Media*. You will receive a receipt of payment in person, and will be notified by check-out staff via email when payment has been confirmed and check-out privileges have been restored.
- **Not Attending:** If your instructor deems you to be a non-attending student, your ability to check-out equipment may be withdrawn.
- **Checkout of equipment is a privilege not a right.** Abuse of any of these terms may lead to loss of checkout privileges for the semester or longer.
- **Failure to return equipment:** Equipment not returned or replaced by the end of the semester will result in a grade of Incomplete and charges with University and/or civil police.

**Acknowledgement**

- I understand that a signed version of this document must be on file to check-out equipment from this pool.
- My signature below indicates that I understand and will abide by all policies on this document, and that I am responsible for monitoring these policies and any other conditions for check-out set by my instructor in consultation with check-out staff.
- I understand that these policies on this paper document may change in the future and that any check-out agreement is conditioned on the version of these policies.

Name (print): \_\_\_\_\_ 917#: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Westga Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Supervising Instructor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_