ARTS EQUIPMENT
RESERVATION AND CHECKOUT PROCEDURES

Checkout Rules:

1. Equipment loans are for a 7-day period.

2. **LATE FEES ACCRUE AT $2.00 PER HOUR, PER ITEM.** Fines begin accruing as soon as the equipment is overdue and the borrower is responsible for paying all fines.

3. **Checkout is only available during open hours.** The cut-off time for equipment checkout and/or check-in will be within 30 minutes of the posted closing time of VPA Equipment Checkout.

4. Students may check out only ONE still camera or video camera at a time. If you need to check out more than one camera, written approval from your instructor is required.

5. It is your responsibility to inspect and conduct a thorough prep of all equipment to verify that the equipment being issued is working properly and is in good condition.

6. Malfunctioning equipment and/or parts missing from equipment packages **MUST be brought to the attention of the Equipment Checkout Staff.**

7. You are responsible for any and all damages and repairs to equipment. You are also responsible for lost or stolen equipment.

Reservation Rules:

1. Students are allowed a total of 6 reservations per semester.

2. Reservations may be made in advance for any time during the semester, but there must be at least a one-week period between reservations (by the same student).

3. Once the 6 allotted reservations are used, that student may no longer make reservations. The student is still allowed to check out equipment on a first come, first serve basis.

4. If a student reserves more than one item for a single checkout period, this counts as only one reservation.

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<th>Equipment Check-Out Hours: Arts 239A</th>
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Arts Equipment Checkout & Technical Support
(760) 750-8801
vpacheckout@csusm.edu
ARTS 239A