

**CSUSM VISUAL & PERFORMING ARTS DEPARTMENT**

**STUDENT RESPONSIBILITIES DURING CHECK-OUT HOURS**

- A. VPA Technical Support and Equipment Checkout is located in Arts 239a. Students must be available to pick-up and/or return equipment or reserve facilities and/or equipment during posted equipment checkout times.. **The cut-off time for check-out and/or check-in will be thirty minutes before the established closing time of the check-out room.**
- B. It is the student's responsibility to inspect and conduct a thorough prep of all equipment during check-out hours to verify that reserved equipment is on hand and is working properly and is in good condition.
- C. Malfunctioning equipment and/or parts missing from equipment packages **MUST** be brought to the attention of the Departmental Staff.
- D. The check-out attendant will input all out-going equipment into the Department's database. A printout will reflect what the student is responsible for and the date that it must be returned.
- E. The student will *review* and *sign* the printed computerized copy of the Equipment Checkout Invoice.
- F. Detailed explanation of the equipment check-out process may be found in the VPA EQUIPMENT RESERVATION AND CHECKOUT PROCEDURES form.

**LOST, STOLEN, BROKEN , or DAMAGED EQUIPMENT/PARTS**

- A. STUDENTS BORROWING DEPARTMENTAL EQUIPMENT ARE RESPONSIBLE FOR ANY TYPE OF DAMAGE OR LOSS of equipment and/or parts that may occur while in their possession and **MUST REPORT** any damage or loss of equipment and/or parts to the responsible engineer. The engineer will provide the exact cost of the damage or loss, **TO BE PAID BY THE STUDENT** before the end of the current semester, and send a report to the student, the course instructor, and the VPA Technical Director.
- B. In the case of LOST or STOLEN equipment, the student **MUST**:
  - 1. Immediately file a report with the appropriate police department;
  - 2. Provide a copy of the police report to the VPA Checkout and Technical Support;
  - 3. File a Stolen Item Report form at the VPA Checkout and Technical Support;

4. Meet with Technical Director to explain all details pertaining to the alleged incident;
  5. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
  6. Arrange to reimburse the Department for the full value of all missing equipment checked-out to the student.
- A. If departmental equipment becomes DAMAGED during the period of check-out, the student MUST:
1. File a Damaged Equipment form at VPA Checkout and Technical Support
  2. Meet with Technical Director and arrange to reimburse the Department for the repair or replacement of the damaged item(s).

### EQUIPMENT RETURN POLICY

- A. EQUIPMENT MUST BE RETURNED ON TIME. *Any student who fails to return equipment on the date, as indicated on the check-out form, will receive a written notice regarding the violation of this policy. A second infraction will result in the student being denied further check-out privileges.* It will be the responsibility of the student to make arrangements outside the University to secure the necessary equipment in order to finish his/her project. The student may also be penalized in his/her course grade, at the discretion of the instructor, if this infraction causes a delay or setback in other student productions.
- B. EQUIPMENT MUST BE RETURNED DURING SCHEDULED CHECK-IN HOURS. The student must deliver all equipment, as listed under his/her name on the check-out form, no later than the due date, *as indicated on the check-out form*, to the equipment room during posted hours, located Arts 239, for *clearance*. This process involves inspecting each item for missing parts and/or overall working condition.
- C. Due to security issues, dropping-off equipment and leaving it unattended in the department office, classroom, hallway, or staff office prior to or after regular check-in hours is prohibited. Violation of this policy may also lead to suspension of equipment usage.