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 Arts Technical Support.

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 Technical Support
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artscheckout@csusm.edu
ARTS 239A