

# **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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<b><i>Equipment Check-Out Hours: Arts 239A</i></b>	
<b><i>Monday</i></b>	9:00 a.m. to 7:00 p.m.
<b><i>Tuesday</i></b>	9:00 a.m. to 7:00 p.m.
<b><i>Wednesday</i></b>	9:00 a.m. to 7:00 p.m.
<b><i>Thursday</i></b>	9:00 a.m. to 7:00 p.m.
<b><i>Friday</i></b>	9:00 a.m. to 5:00 p.m.

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**Arts Technical Support  
(760) 750-8801  
artscheckout@csusm.edu  
ARTS 239A**