



## **Arts Technical Support**

**Location: Arts 239A**

**Phone: (760) 750-8801 Email: artscheckout@csusm.edu**

### **STUDENT RESPONSIBILITIES DURING CHECK-OUT HOURS**

- A.** Arts Technical Support 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 Checkout Staff.
- D.** The check-out attendant will input all out-going equipment into the Equipment Checkout 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 ARTS 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 Arts Technical Support. The party will be provided 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 Arts Technical Support.
- 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 School of Arts;
  3. File a Stolen Item Report form with Arts Technical Support ;
  4. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
  5. Arrange to reimburse the School of Arts for the full value of all missing equipment checked-out to the student.



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- A. If departmental equipment becomes DAMAGED during the period of check-out, the student MUST:
1. File a Damaged Equipment form at Arts Technical Support.
  2. Arrange to reimburse the School of Arts for the repair or replacement of the damaged item(s).

### **EQUIPMENT RETURN POLICY**

- A. **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.
- B. A hold will be placed on student records, barring registering for classes, receiving transcripts or further checkout privileges until the fine is paid in full.
- C. 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.
- D. **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 in Arts 239A, for *clearance*. This process involves inspecting each item for missing parts and/or overall working condition.
- E. 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.