

# ***Student Media Equipment Checkout Policy***

I, the undersigned, agree to be bound by all stipulations listed below for checking out equipment that is the property of Richland College student media. I also understand that I need authorized permission by Cyndy Moore, Advisor, or Jack Fletcher, Engineer, prior to checking out any equipment.

1. I will return the equipment to student media in full working order by the time listed on the sign-out sheet.
2. I will not take the equipment anywhere other than where my assignment requires me to go.
3. I will follow all directions regarding use of the equipment.
4. I agree to pay the full cost of repair or replacement of any piece of equipment that gets broken, stolen or misplaced during the time that I have it checked out in my name.
5. I agree that I will not transfer the equipment to another student; instead, I will return the equipment to the instructional associate, instructional specialist or adviser and direct the other student to check equipment out through them.
6. I agree that I will not leave any equipment in a motor vehicle for any length of time.
7. I understand that if the equipment is not returned by the time listed on the sign-out sheet, the Richland Police Department will be contacted for arrest and prosecution to the fullest extent of the law.
8. I understand that I must make prior arrangements to check out equipment and that if I fail to do so, the equipment that I may need for a class or student media assignment may be checked out by another student and may not be available.
9. I agree that I will not use student media equipment for personal projects that do not pertain to student media activities or assignments or approved journalism department assignments.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Driver License #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Department staff/faculty signature

\_\_\_\_\_  
Date