

EQUIPMENT CHECK OUT FORM
Center for Applied Technology and Killian Stage
Western Carolina University, Cullowhee, NC

I _____ Phone# _____ Email _____ WCU Identification Number _____
(Print full name)

Project Title: _____ Course Name & # _____ Professor _____

Crew Members _____

I agree to check out the equipment listed on the reverse side of this page. In doing so, I state that I am of legal age in the State of North Carolina to enter into this agreement. I willingly accept and assume full responsibility for the care of the equipment while in my possession.

I understand that should something happen to the equipment while it is checked out to me or the equipment is returned missing any component I will be held financially responsible for the loss. In the event of accidental damage, fire, lost equipment, external vandalism, or loss of the equipment due to a crime, I will have \$500 charged against my student account to pay for the insurance deductible. In the event of theft of the equipment from my possession, I will file a police report immediately upon discovery of the equipment's loss. In the event of theft, I will have \$1,000 charged against my student account to pay for the insurance deductible.

The following loss occurrences are not covered by insurance: damage by flood or water damage of any kind, gross neglect, internal criminal act, internal vandalism, war or damage from any nuclear event, utility disruption, government action, or a local ordinance

I understand in such loss occurrences, as stated above, the entire retail price of each piece of equipment checked out to me will be charged to my student account.

In the event of the loss of ANY piece of equipment checked out to me, I agree to allow Western Carolina University to rent a replacement piece of equipment until such time as the equipment is replaced and to charge such rental fees to my student account.

You must *check all the equipment* that you are receiving. It is *your responsibility* to make sure all equipment is in *proper working order* when you check it out. *If an item is missing* please have the lab assistant confirm and write missing and sign in the proper space. *You must pay for any missing or broken equipment.* The instructor or department will determine the costs.

Please be advised that the use of the department equipment is a privilege and not a right. If you fail in any way to meet the above terms you will not be allowed to check out equipment. It is your responsibility to take care of the equipment. Many of the items you are checking out are very expensive. If you lose, abuse, or damage equipment you/crew will be charged the cost of replacement or repair at the manufacturer's service center of the departments choosing. In such an event your privilege to check out equipment will be revoked.

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List all serial #'s on the equipment, and List the 5 digits on the WCU Property Inventory #'s.
ALL CHECK OUT AND CHECK IN DATES MUST BE LISTED.

#	EQUIPMENT Model #	Serial # & WCU #	CHECK OUT DATE & TIME	DUE DATE	CHECK IN

EQUIPMENT CHECK OUT GUIDELINES

You must show your valid WCU Student ID at time of check out. Equipment will not be checked out without a valid WCU identification. You must be currently enrolled at WCU. It is a violation of state law to use equipment for commercial gain. **DO NOT** ever leave equipment unattended. **DO NOT** ever leave equipment unattended in your car. **DO NOT** ever expose equipment to extreme heat or cold or moisture, above 90 degrees or below 35 degrees. **DO NOT** ever leave equipment unattended around children, pets or livestock. You may only check out the equipment that you are specifically assigned to use for your class project/assignment. Equipment will be returned during posted scheduled hours of the Lab Assistant. You must return equipment in person to the authorized Lab Assistant. It is your responsibility to return equipment on time, *regardless* of your personal schedule. Any equipment not returned within 72 hours of when it is due will be reported as stolen property to the University Police and you will be reported as the suspect. Lab Assistants have a list of currently enrolled students in media classes that are assigned to use the equipment. Your name must be on the list. If your name is not on the current class lists the Lab Assistant cannot and will not check out equipment out to you. Any exception to this policy requires a written and signed statement from Arledge Armenaki, Pat Acheson, Jack Sholder, Don Connelly, or Dr. Bruce Frazier.

I/we have received the above listed equipment in good working order. I have examined the equipment I am checking out and accept it in good condition with no missing components. I/we take responsibility for the use and care of the above listed equipment. I/we fully understand and without a reservation I agree to the terms and conditions listed on both sides of this form regarding the use and care of the equipment. All Crewmembers need not be present to check out equipment. All crews' charges will be charged evenly among the members of the crew.

Student signature _____

Lab Assistant _____

Date _____