**Equipment Loan Policy**

**Communication and TFA**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Local): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* At the beginning of the semester, students will fill out a card with their contact information before being eligible to borrow equipment.
* Equipment loan begins the second week of class.
* Equipment may be picked up anytime between 12:00 p.m. and 4:00 p.m.
* Equipment may be returned anytime between 9:30 a.m. and 12:00 p.m.
* Students may borrow equipment for two nights per week or on Friday for the weekend, depending upon availability.
* Students may reserve equipment up to 2 weeks in advance Students may reserve equipment more than 2 weeks in advance if the instructor writes a note detailing the date-sensitive nature of this project.
* Students MUST ensure that equipment is in working order before they leave. Check that batteries are charged and items are in the equipment kit.
* Students are responsible for the safe return of all equipment they borrow. Damages resulting from neglect or careless use or loss or theft of equipment may be changed to students. Loss or theft should be processed through the student’s home/renter’s insurance.
* Students who are late in returning equipment will be charged $5 per item per day.
* Students who have three late returns will lose their eligibility to use department equipment.

I have read the above Policy and I understand that the procedures apply to all equipment that I borrow.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_