



Film and Media Studies Lab
Lindsay Hall Room 10

EQUIPMENT CHECKOUT FORM

Bentley University's Film, and Media Studies (FaMS) Lab provides equipment and technology on loan for a temporary period to students currently enrolled in English and Media Studies (EMS) production courses. In order to borrow equipment, students must set up an account with our equipment check out system Cheqroom and complete this agreement. The FaMS Lab requires students to handle borrowed equipment with care and all equipment must be returned within the three-day rental period. The equipment is used by all students in Film and Media production courses. Please be courteous to your fellow classmates and return the equipment in good working order and on time or early, if possible.

If the equipment is not returned in a timely manner, returned damaged, or lost, the student will be held responsible. Students that misuse or return equipment late may lose access to equipment check out and in serious cases be assessed fees for repair or replacement costs.

- Reservation must be cancelled at least 24 hours in advance to avoid penalties
- If more than 1 hour late for pickup, equipment goes back on shelf and order is cancelled
- 1 day late: student contacted, failure to return may result in loss of equipment priv.
- 1 week late: contact Campus Police
- 2 weeks late: Office of Student Dev, conduct and care
- 1 month late: student must pay replacement cost

By completing this form, you agree to and understand the following:

- The borrowed equipment must be returned to the FaMS Lab on time, in good condition and with all accessories.
- You assume financial responsibility for repairing the equipment if it is lost or damaged as a result of neglect or carelessness.
- If the equipment is lost or stolen, you will report it to the FaMS Lab and Police and Security immediately.
- Never attempt to repair equipment yourself and never remove any parts.
- Never use force on any part of the equipment, as it may result in damage.
- Do not get water, beverages, dirt, or food on the equipment. Keep the camera in its bag when not in use. Do not take the camera anywhere it was not intended.
- Do not lend any of the camera equipment to anyone else; it is checked out to you.
- Camera equipment should be in your possession, or a safe place when not in use.

Name: _____ Student ID: _____

Class: _____ Faculty: _____

Email: _____ Cell phone: _____

Student Signature: _____ Date: _____