



School of Visual Studies

University of Missouri

School of Visual Studies Equipment Loan Agreement for Film Production Students

1. Film Production Equipment is provided by the School of Visual Studies and made available for checkout at the Arts & Science Film Equipment Room for students currently enrolled in a Film Production course.
2. There is a 48-hour time limit for all equipment reservations. Extensions apply only with special permission from your instructor.
3. Students are responsible for each accessory and item of equipment they check out. It is the student's responsibility to ensure that all equipment is complete and functioning properly prior to completing the checkout process and leaving the lab. Failure to carefully inspect equipment during the checkout process may result in the student being held responsible for any damage or missing accessories whether pre-existing or not.
4. Equipment can be checked out for coursework-related projects only. Cameras are not provided for private or personal projects.
5. Under no circumstance may a student check out equipment for anyone else. The individual who physically checks out the equipment and signs the agreement is the individual liable for the return of the equipment.
6. Each student must complete and sign the Equipment Loan Agreement Form before checking out equipment. This is done very easily through email the first time you borrow equipment for class by signing the online waiver.
7. Each student must acknowledge that they will ensure that each item of equipment is in good working order before completing check out and that all items will be returned in the same condition.
8. Penalties will be assessed for late returns. A \$30 per day fee will be charged to the student's account responsible for checking out the equipment. In such cases, the student will not be allowed to check out equipment until the late or missing equipment has been returned.
9. The equipment is expensive. The cost of damage to equipment will be assessed in terms of the cost of replacement through our supplier B&H Photo & Video. Any associated costs due to damage or loss of equipment will be charged to the student's account. The student responsible cannot check out additional equipment until the bill is paid in full or the equipment is replaced or returned.
10. Film-related student organizations can access gear if an executive member has an up-to-date liability form, is enrolled in a film class, and is the person checking out equipment. This individual will be responsible for the equipment during the checkout period.

Please note student film organization access to equipment is dependent upon availability. Priority is given to students seeking to reserve equipment to produce film course work and to instructors seeking to use equipment for classroom instruction.

SVS Film Equipment Room Email: mucassvsfilmprod1@missouri.edu.

School of Visual Studies Film Production Liability Equipment Form

Student name: _____ ID # _____

University email: _____ Phone # _____

Alternative email: _____

Film Production Courses & Instructors: _____

Checking out film equipment is a privilege. Equipment held beyond the checkout period will result in a \$30 per day late fee which will be charged to your student account. Also, if you lose or damage a piece of equipment, you must pay for the replacement or repair of equipment.

Please initial after reading:

_____ I accept full responsibility for the equipment and peripherals I am checking out.

_____ I understand my scheduled date for the equipment return per the 48-hour checkout policy.

_____ I understand exceptional cases with permission allow me to extend my checkout.

_____ I understand that my instructor may be notified if I fail to return equipment on time.

_____ I understand that it is my responsibility to recharge batteries before turning in equipment.

_____ I understand it is my responsibility to clear all personal information and files from devices before returning equipment.

_____ I understand my student account will be charged a \$30 per day for each day that equipment is not returned. Please note that partial or incomplete item returns are also subject to the \$30 per day penalty fee.

_____ I acknowledge damage or loss to any of the film equipment I have checked out may result in charges to my student account. I will reimburse the Film Production program the full cost of repairing or replacing the damaged or stolen equipment.

With my signature below, I verify I have read, understand, and agree to abide by all guidelines in this School of Visual Studies Film Production program equipment waiver.

Student signature: _____

Date: _____