**CCS AVC/Photo Equipment Checkout Center Contract**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CCS email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ccs.edu Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Staff Faculty**

CIRCLE ONE

**CHECKOUT**

* AVC / Photo equipment checkouts are free for **current** CCS students, staff, and faculty.
* Patrons must present a **current CCS ID** in order to check out equipment. **No ID = No Checkout**.
* Equipment can only be checked out in person and only during checkout desk hours. **All checkouts are video recorded and monitored.**
* **Students** may keep equipment for no more than **72 hours** for each check out and renew the items up to three times if not reserved.
* **Students** can check out equipment over spring break and Thanksgiving break.
* **Students cannot check out equipment between semesters.**
* To ensurestudent supply, **Staff and Faculty** can only check out equipment for **24 hours** during the active winter and fall semesters.
* **The patron is fully responsible for the care and safeguard of all equipment that they check out.**
* The patron must pay close attention to all items being checked out to them. **Read** and sign the check out agreement to avoid mistakes.
* The patron must check for equipment damage before they take it. Test and report any faulty equipment and return it immediately.
* The centers do not supply AA, AAA, or 9V batteries or media cards. We are not responsible for damage to your card by our equipment.

**RESERVATIONS**

* Equipment can be reserved two weeks prior to pick up. Patrons may reserve in person, by phone or email.
* AVC/ Photo staff is not responsible for miscommunication during phone in reservations or voicemail.
* A reservation confirmation email will be sent to the patron.
* Patrons are responsible for ensuring the information is correct on the reservation confirmation email.
* Reserved equipment will only be held for **30 minutes** after your initial reservation. After 30 minutes, equipment not picked up will be available for normal checkout by other patrons.
* Equipment may be held longer for patrons who call to inform of a late pick up.
* The patron who reserved the equipment must pick up equipment.
* Consecutive reservation “No shows” (more than 3 times) may result in the semester suspension of check out privileges.

**RETURNS**

* **All equipment must be returned on time.**
* All equipment must be returned in the condition in which it was checked out (cords wrapped, cases packed neatly and clean)
* A **$20.00** fee will be charged if AVC/Photo staff has to repack a disheveled equipment case or clean the returned equipment.
* It is encouraged that the patron stays and observes the AVC/Photo staff while they check in the returned equipment.
* Someone other than patron who checked the equipment out may return equipment but the patron is still responsible for the condition of the returned equipment and any fees associated with a late return.

**LATE FEES, FINES, and SUSPENSIONS**

* **Students, Staff, and Faculty are subject to late fines and replacement fees.**
* Emails are sent by the system to notify the patron of due equipment and overdue equipment **(Read your system emails)**
* Late fees begin to accumulate **30 minutes** after items become overdue.
* Overdue fees accrue by the hour, including up to 5 hours after the checkout center closes.
* Different equipment items have different fine rates. Fines for individual items are calculated independently up to $5.00 per hour.
* Equipment overdue by more than **24 hours** will result in accumulated fines and the suspension of checkout privileges.

**24 hours late = 2 week suspension plus fines** **48 hours late = 3 week suspension plus fines**

* A late return that adversely affects another student’s reservation and project will result in an automatic **4-week suspension**.
* Equipment overdue by **72 hours** will result in a replacement fee, and indefinite suspension of check out privileges. **Students** will have a hold placed on their academic account. **Staff’s and Faculty’s** superiors will be notified.
* Equipment overdue by one week will be considered stolen by the patron. A police report and arrest warrant will be issued.
* Overdue fines may be forgiven due to a patron involved in an automotive accident, injury requiring hospitalization, or death.
* Lost, stolen, or damaged equipment will result in a mandatory, non-negotiable, full replacement or repair charge.
* An official police report must be submitted for stolen equipment or we will assume that you, the patron, stole the equipment.
* Consecutive overdue returns and late fees may result in the semester suspension of check out privileges.
* Threatening or rude conduct toward any AVC/Photo checkout employee will result in the permanent loss of your check out privileges.
* Fines may be paid with a SmArt card in the AVC or with other forms of currency at the CCS business office.
* Only the Equipment Checkout supervisor or Manager can override policy terms.

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

**By signing, you hereby understand the AVC/Photo equipment checkout policies above.**

A copy of this agreement will be emailed to your CCS email account.

**Please Note:**  This contract is valid for the full tenure of your term/employment at CCS. Major and minor changes concerning equipment check out policies, reservations, late fee information, and replacement fees will be updated as needed and posted on Blackboard and outside the checkout centers.