

## FILM AND NEW MEDIA EQUIPMENT CHECKOUT POLICY

The Film and New Media emphasis has a wide range of film and video equipment. Virtually all of this equipment is valuable and expensive to repair or replace. To ensure that all FNM students have an equal opportunity to take advantage of departmental resources, you are required to read, understand and abide by the following rules.

1) If you are working on a project with more than one group member, only one individual may reserve and check out equipment. If you require a wide range of equipment, **you are strongly encouraged** to divide the equipment up by department (i.e. lighting, grip, camera, sound, etc.) and have the department head check out and return the equipment used by that department.

2) The individual who accepts delivery at check out is solely responsible for the equipment, including all accessories. ***Know the gear, including the small parts so you'll know if something is missing.***

3) Not all equipment is available to all FNM students all the time. Specific equipment is available based on the course the equipment is needed for. ***Your course determines what gear you may use.***

4) Under no circumstances may FNM equipment be loaned or rented to another person or institution. Non-FNM students are not allowed to handle, transport or operate any equipment without prior written permission from an FNM faculty member. ***Only you and your pre-approved crew may use the gear.***

5) Equipment may be checked out for FNM course projects **ONLY**. Equipment may not be used for outside work or production is allowed without prior written permission from the FNM faculty. ***No shooting wedding videos or your friends band video while you have gear for a class project.***

6) You must secure written permission from your FNM instructor prior to reserving any equipment. Typically, this is a written equipment list that is signed by your instructor. ***The FNM faculty may have suggestions for gear you may not have considered.***

7) Equipment must be reserved at least 24-hours prior to check-out. ***Don't wait until the last minute—the gear may not be available.***

8) The FNM faculty and stockroom staff reserves the right to change or reallocate reserved equipment so that more students may be accommodated. ***Just because you want to take all the HMI's doesn't mean you can.***

9) Reserved equipment may be checked-out from the FNM stockroom (RVB200) during posted hours, HOWEVER, under no circumstances is the stockroom required to complete a check-out if the student arrives less than one hour prior to close. ***Arrive early! The Canon C300 package is available for pick-up from Rick by prior arrangement.***

10) It is the responsibility of the student to inspect all equipment **prior to removing it from the stockroom**. Missing and broken equipment is assumed to be the responsibility of the student unless they point out the problem **prior to finalizing check out**. ***Take the time to test and inspect your gear!***

11) All equipment is due back within 48 hours of check out. Friday check outs are due back the following Monday. University holidays (not including winter or summer break) are treated like a weekend day. Extended check out requires prior permission from an FNM faculty member. ***You may be allowed to have gear for more than 48 hours but get advance permission.***

12) All equipment must be present to check in an item and you must stay for check in. If any equipment is missing, a hold will be placed on your registration/records until the student returns or replaces the item. ***PLEASE NOTE: Fines are not waived for overdue equipment caused by missing items—even small ones.***

13) If equipment is not returned on time, your check out privileges will be suspended and you will be charged \$5/day per piece of equipment. If the equipment is more than 14 days late it will be reported to the UNL Police as stolen UNL property. ***Late returns can become very expensive very quickly and your UNL account will be frozen until any fines are paid.***

14) Equipment must be returned in the same condition as when it was checked-out. ***Keep it clean and protect it from the elements.***

15) Students are required to report all lost, stolen and damaged equipment. The student may be charged to repair or replace the equipment or may be responsible for paying some or all of the insurance deductible (up to \$2,000). Until issues of lost, stolen or damaged equipment are resolved, your check out privileges will be suspended and a hold placed on your records/registration.

16) Violation of any of the above rules will result in an immediate revocation of check out privileges.

By signing, I acknowledge that I have read and agree to the above terms.

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Signature

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NCard number

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Printed name

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Cell phone

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Date

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Email address