

## MVROP EQUIPMENT CHECKOUT LIABILITY FORM

### Equipment Checkout: Terms & Conditions

Digital Video Arts students and their parents/guardians are liable for the loss, and/or damage of video equipment, when they have checked it out for classroom, campus or for off campus use. Depending on what the students check-out for their project, the cost of a camera kit is estimated to be between \$1,500 - \$4,500. The cost of additional equipment used in the classroom ranges from \$2,500 - \$11,000.

1. Students must use school equipment for approved class projects only.
2. Students must use the equipment with responsibility, care, and professionalism.
3. Students must return equipment on time, on check-in date or check-out privileges will be revoked. If a student will be absent for any reason on the date equipment is due, arrangements must be made for the equipment to be dropped off at MVROP. At the very least, call. (510) 657- 1865 ex 15201
4. Students are responsible for returning equipment in the same conditions it was checked-out, and note any issues the camera may be having. (many can be fixed easily)
5. Students, parents/guardians will pay for replacement of equipment lost or damaged by their student. In order for students to check-out video equipment, students, parents/guardians must accept the terms and conditions. This contract may be applied to students seeking use of video equipment for school projects, but enrolled in another class. Please check the appropriate line, sign and return. If no check is made, the overnight category will be assumed.

\_\_\_\_\_ Authorize student for overnight and school time equipment checkouts

\_\_\_\_\_ Authorize student for equipment checkouts only during class time

\_\_\_\_\_ Do not check out equipment to my student; we will provide our own

My signature below indicates that I have received and read a copy of the above Digital Video Arts handbook and understand my responsibilities. The student agrees to abide by all rules and procedures. Consequences for not complying may result in being placed on contract, or being removed from the class. Equipment checkout is a privilege and we understand it may be revoked should the rules of the class not be followed. We accept liability for the equipment the student listed below chooses to check out, and will do everything we can to respect due dates and return equipment in its original condition.

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Student Signature

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Print Student Name

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Parent Signature

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Date