Contract for the use of Everett Community College Photography Equipment

Please carefully read the following rules concerning the photo department equipment checkout policy. By signing this contract, you are agreeing to the following conditions:

• You are responsible for the care and security of all equipment checked out in your name.

• You will not loan equipment checked out in your name to anyone.

• You will return all equipment on time and in normal working order.

• You are personally liable for any damaged, stolen and/or missing equipment and will pay for repairs and/or replacements.

• You will inspect equipment before checking it out and before checking it in.

• Failure to return equipment will result in frozen college records and collection action.

Marc R Tolle, Director of Campus Security

I am a currently registered student in the graphics, photography, multimedia or journalism departments at Everett Community College. By signing this contract, I agree to abide by the conditions specified in this contract and the Equipment Checkout Policy.

Print Name ____________________________ Instructor ____________________________

Address ____________________________ Class ____________________________

City State Zip ____________________________ Phone ____________________________

Quarter ____________________________ E-mail ____________________________

Signed ____________________________
Equipment Checkout Policy

1. A valid Student Identification card with a current picture is required to checkout any equipment.

2. Equipment is checked out only for a 24-hour period or over a weekend unless specifically approved by your instructor. Weekend checkout starts Thursday and ends Monday.

3. All weekend checkouts must be returned Monday before 8:00 PM when the Equipment Room closes regardless of what days your class meets.

4. Failure to return equipment on time will result in the following:
   First instance - Loss of checkout privileges for 1 week.
   Second instance - Loss of checkout privileges for the remainder of the quarter.
   The equipment room will automatically suspend checkout privileges, based on late returns, for one week or for the rest of the quarter. If you wish to contest the suspension, please speak to your instructor.

5. In the case of illness or emergency, please contact your instructor and the Equipment room at 425-388-9331.

6. Equipment reservations may be made in advance for weekend checkout up to one week in advance.

7. Weekend checkouts may be picked up on Thursday, between 8:00 AM and 7:00 PM or Friday, between 8:00 AM to 7:00 PM.

8. Photography 110 students are only allowed to check out Canon Rebel cameras, tripods and camera remotes. *Advanced student equipment access is based on class enrollment, see equipment list for details.

Equipment Room Hours:

Monday: 8:00 AM to 8:00 PM
Tuesday: 8:00 AM to 7:00 PM
Wednesday: 8:00 AM to 8:00 PM
Thursday: 8:00 AM to 7:00 PM
Friday: 8:00 AM to 4:00 PM