

Course/Department: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Signature at checkout: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Checkout Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM or PM

Check-In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM or PM

Renewal Check-In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM or PM

[illegible]


Student Signature at check-in: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

MFS Production Room  
Birmingham-Southern College  
Equipment Checkout Policies

1. Equipment is to be used for educational purposes only.
2. Equipment is reserved for Media and Film Studies faculty and students currently enrolled in an MFS course. A list of currently enrolled students will be on file with the production room staff. Occasionally, items may be checked out to students for other educational needs, with approval of the MFS Director or Provost.
3. A BSC ID must be provided at the time of checkout.
4. A signature and email address is required in order to acknowledge that the student is responsible for any damage, loss of item, or late fees (see checkout form on reverse side).
5. The production room staff will prepare the equipment for checkout.
6. The student is responsible for understanding how to use and properly care for all equipment.
7. By checking out equipment, students agree that they understand the checkout policies and fee structure for overdue, lost, or damaged items (see below).
8. For equipment packages (for example, a camera package, light kit, or sound kit), see descriptions on file with production room staff. Students are responsible for all items in a package.
9. The standard checkout period is 2 days. Renewals of an additional 2 days are possible, but must be made in person. Longer checkout terms must have approval of the MFS Director.
10. Students should inspect equipment at checkout to make sure no damages are visible. Any damages should be reported to production room staff before signing the checkout form.
11. Upon return, all items that were checked out will be inspected for damages. Any damages will be reported to the MFS Director.
12. A signature will be required by the student when the equipment is returned.

Fee Structure:

1. If damages are found when the equipment is returned, the student will be charged for repair or replacement costs.
2. If equipment is overdue, students will be notified via email. Overdue fines for equipment checkout are \$5.00 per day per item with no grace period. Students who return items late twice during a semester will lose checkout privileges until all fees are paid.
3. A student's account will be billed for the full replacement fee of any item if it is not returned within 7 days of the original due date.
4. Students who have outstanding equipment, equipment charges, or overdue fines at the end of the term will have charges and a hold placed on their student account until all fees are paid.