

Name_____ Period_____

Camera Checkout Procedures

Currently at the high school we offer film and digital photography cameras, so both types of cameras are available for student use through check out. When checking out a camera, it should be returned by the next class period.

Check-Out Rules

Students must have their student ID to check out camera equipment unless given prior approval from a teacher

Students are not allowed to check out camera materials prior to 20 minutes before the period ends without prior teacher approval.

Camera equipment checked out during the period must be returned 15 minutes before the end of the period or during the next class period.

When returning a camera the student will make sure that the camera is “OFF” – batteries are very expensive and if left on will become quite expensive not to mention wasteful.

What to look for when Photography Equipment is Being Returned (FEE if not returned in proper condition)

Film Cameras

- Camera is returned (\$300 FEE if not returned or returned in non working order)
- Lens not cracked or broken (\$150 FEE if broken or missing)
- Open camera and check for shutter or mirror damage (\$200 FEE if damaged)
- Rewind knob still intact (\$50 FEE if damaged)
- Battery screw intact (\$50 FEE if not returned)

Digital Cameras

- Camera is returned (\$1000 FEE if not returned or returned in non working order)
- Lens not cracked or broken (\$250 FEE if broken or missing)
- Open camera and check for shutter or mirror damage (\$500 FEE if damaged)
- Battery / Battery Charger (\$50 FEE if not returned)
- Cracked Screen (\$200 FEE if damaged)

Your Signature_____

Date_____

Your Parent's Printed Name_____

Your Parent's Signature_____

Date_____

Name _____ Period _____

Camera checked out: Check out date: Due date: Date returned: Condition: