



**Publications & Media Center**

ASUC STUDENT UNION

## **Publications and Media Center Equipment Checkout Program Policy & Contract**

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### **ABOUT**

The [Publications and Media Center](#)'s (PMC) equipment checkout program is available to UC Berkeley students who are members of an active registered student organization. Materials include myriad lighting, sound, video, and recording equipment. The PMC also maintains a studio where materials can be used in-house.

Students are eligible to check-out equipment exclusively for work on projects for their associated organization. For more detailed policy on security deposits and pricing, see Addendum A. In the event of late returns, lost, stolen, or damaged equipment, the student organization will be held financially responsible via their otherwise refundable security deposit. Charges will be billed to the student organization's CalLink account and reported to the LEAD Center.

### **LIABILITY**

The student organization member that reserves the equipment on behalf of their student organization is responsible for knowing and understanding the contents within this document. The student organization member that reserves the equipment **MUST** be on their CalLink roster for said organization. A representative of the organization planning to check out equipment **MUST** complete, sign, and turn in the contract portion at the end of this document before they can begin any checkout process.

Student organizations are responsible for the return of EVERY piece of equipment checked out. When students accept these terms and conditions, they acknowledge that upon leaving the building, the equipment checked out is functioning and undamaged. Students are responsible for making sure any damage is noted when accepting the equipment. Damages should be recorded in writing on the signature page in the presence of a PMC staff person before completing the checkout process.

PMC Equipment Checkout will provide the student with their own copy of the receipt via email with the due date. Checkout reserves the right to inform leaders of student groups about broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account.

#### RESERVATIONS

When students leave PMC Equipment Checkout with equipment they acknowledge that it is fully functioning and undamaged aside from the notes on the checklist/receipt.

Checkout reserves the right to inform student group leaders of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account.

#### RETURNING EQUIPMENT PROPERLY

Rewrap cables, wipe down any gear that is dirty, dusty, remove tape, etc... BEFORE handing it over to Checkout Staff. Staff are instructed to hand gear back to you if basic cleaning has not been addressed.

#### DEADLINE EXTENSIONS

Deadlines for equipment return can be extended only in exceptional cases and only when the request does not affect the scheduling needs of another student or class. Any exceptions must be requested through [studentmedia@berkeley.edu](mailto:studentmedia@berkeley.edu) and must be approved.

#### THEFT

Report immediately to UCPD, the LEAD Center at [lead@berkeley.edu](mailto:lead@berkeley.edu) and to the Publications and Media Center at [studentmedia@berkeley.edu](mailto:studentmedia@berkeley.edu). Failure to report thefts to appropriate law enforcement authorities may result in the student organization being charged for full replacement costs.

## ADDENDUM A: [Security Deposit]

The PMC requires a security deposit for all registered student organizations. Constituents of the PMC are registered student organizations who self-identified as primarily publications or media organizations when they registered their organization. General RSO community members are also able to use the Equipment Checkout Program, but they are required to pay security deposits at a slightly different rate. The reason for this differential is because the program is funded by the ASUC Publications and Media Board, which exists to support the needs of the student media community at Cal. Representatives on the Steering Committee of the ASUC Publications and Media Board are also elected by the student media community.

PMC's inventory can be segmented into two tiers, namely *Tier 1* and *Tier 2*. Each tier will have its own respective security deposit which has been assessed by the value of the items which it contains. ***Security deposits are non-compounding. Once an organization has submitted their Tier 2 deposit, they are eligible to check out any equipment from the PMC Inventory.***

- *Tier 1*: Consists of lower risk items (i.e. lower cost) and the security deposit is set at
  - Constituents:
    - \$75
  - Non-Constituents:
    - \$100
- *Tier 2*: Consists of higher risk items (i.e. higher cost to replace / repair) and the security deposit is set at
  - Constituents:
    - \$3,000 < RSO Budget < \$10,000: Security Deposit = \$300
    - \$ 1,200 < Budget < \$2,999: Security Deposit = \$250
    - \$800 < RSO Budget < \$1,199: Security Deposit = \$200
    - RSO Budget < \$800: Security Deposit = \$150
  - Non- Constituents:
    - \$3,000 < RSO Budget < \$10,000: Security Deposit = \$400
    - \$1,200 < Budget < \$2,999: Security Deposit = \$350

- \$800 < RSO Budget < \$1,199: Security Deposit = \$300
- RSO Budget < \$800: Security Deposit = \$200

Security deposit prices will be assessed on a sliding scale based on (i) the organization's ASUC allocated budget, which will be verified by reviewing the ABSA allocation and any additional ASUC provided funds visible to PMC staff in CalLink. These include but are not limited to: Senate Contingency Funding, grants from the ASUC's Academic Affairs Vice President's Office, etc. The last factor in determining pricing is (ii) whether or not the RSO has self-identified as part of the publications and media community in their annual registration.

Security deposits can be retrieved at the end of the semester upon request of the registered student organization who endowed it. All damages will be automatically assessed to the security deposit of the renter. Security deposits should be kept at  $\frac{2}{3}$  the initial endowment, otherwise PMC reserves the right to deny service until that balance has been replenished. *If the item is not returned at all or in a timely manner, PMC reserves the right to withhold the RSOs security deposit and suspend all services to the RSO responsible for the damage or theft until the gross amount of the item has been paid to the PMC.* [To create a security deposit in CalLink, please follow these instructions in this how-to PowerPoint.](#)

## Registered Publications or Media Student Organization

Signatory Name (First, Last) \_\_\_\_\_

Signatory Student ID Number \_\_\_\_\_

Signatory Cal Email \_\_\_\_\_

Date \_\_\_\_\_

Signatory Signature \_\_\_\_\_

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This portion of the form must be signed by a PMC staff member before equipment checkout is approved for use by registered publications or media student organization.