

EQUIPMENT CHECKOUT CONTRACT

1. You accept full responsibility for the safe and speedy return of the equipment. Cameras and other equipment are checked out on a daily basis. You must return it on the following school day before school. If you are ill or not coming to school on the day the equipment is to be returned, it is still your responsibility to get it back on time.
2. Equipment must be returned in the same condition it was in when you checked it out. All equipment will be in good working order when you check it out as maintained by the instructor.
3. All equipment must be signed out by either Mrs. Whyte or Mrs. Huss, when Mrs. Whyte is not present, and must be checked back in with either one of the art instructors. The instructor will initial the check out form when the equipment is checked out as well as when it is checked in. This *Equipment Checkout Contract Form* must be used for equipment being borrowed, and must be signed by the person taking responsibility for the equipment, their parent/guardian, and the instructor.
4. You must know how to use the camera and/or any other piece of equipment you are using prior to it being checked out.
5. All camera neck straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck. Repair bills on dropped or bumped cameras are usually over \$300 and you are responsible for any damage to the camera while in your possession.
6. Do not use the camera while eating or drinking. Always replace the lens cover when not in use.
7. Never attempt to repair equipment yourself and never remove any parts.
8. Never use force to turn or wind any part on a camera that does not move easily. Any amount of force will more than likely seriously damage internal parts.
9. Do not lend any of the camera equipment to anyone. Remember, it is checked out only to you and therefore your responsibility while in your possession.
10. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or automobiles. If it is checked out to you and you lose it, or it is stolen, or damaged, regardless of fault, you are financially responsible.

Failure to Meet Contract Expectations:

If you cannot follow the terms of this contract, do not check out the equipment. The instructor will use a “*Three Strikes*” policy to enforce the previous rules. If, for any reason, you violate the contract (i.e. turning in the camera late, not using the neck strap, etc.) you will be given one strike. Accumulating three strikes means that you lose the privilege of checking out the equipment and you must find an alternative means to complete class projects or take a failing grade. Unauthorized use of equipment will be treated as theft and violators will be turned over to the school administration and authorities.

For any questions, please feel free to contact Elizabeth Whyte, Instructor of Fine Arts SLHS, at 732-8065.

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Signature Page

I agree to full financial responsibility for the equipment that has been checked out to me. I understand that I am totally and completely responsible for securing the equipment while it is checked out in my possession. I agree to pay for any repairs needed due to negligence, or replace with comparable equipment if lost or stolen, when the equipment is in my control and checked out to me.

Student's Signature:

_____ **DATE** _____

Parent/Guardian's Signature:

_____ **DATE** _____

Instructor's Signature:

_____ **DATE** _____