

## **Film Studies Equipment Policies**

Film Studies equipment can only be checked out by currently declared Film Studies majors or by students currently enrolled in a designated film production course. Students may not check in/out equipment on behalf of another student or for another student's use.

Film Studies equipment is to be used exclusively for projects related to Film Studies production courses.

Equipment must be checked in by the same student that checked it out. Equipment should never be passed from a student who checked it out to another student for use.

Equipment loss or damage is the responsibility of the student who checked out the equipment.

Equipment must be checked in by its designated return time. Remember, frequently other students are waiting to check out equipment as soon as it is returned, so failure to return equipment on time can significantly impact the shooting schedules of other students. As a result, late check-ins or violation of other equipment policies, may result in the loss of a student's ability to use film studies equipment.

Equipment must always be returned directly to and checked in by an equipment manager. In no case is film equipment to be simply dropped off without being checked in by an equipment manager.

All equipment is to be examined by both the student and an equipment manager at check-out to ensure that all parts are present and working and at check-in to ensure that the equipment is returned complete and in working order.

Use of Film Studies equipment is limited to a 50-mile radius from campus unless specific permission is granted by the Director of Film Studies.