

# H100 STUDIO EQUIPMENT CHECKOUT CONTRACT

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked out. All equipment will be in good working order when you check it out.
3. All equipment must be signed out by Mrs. Vandiver and must be checked back in to Mrs. Vandiver. This Equipment Checkout Contract Form must be used for each piece of equipment borrowed, and must be signed by the person taking responsibility for the equipment.
4. You must know how to use the camera or other piece of equipment you are checking out. A competency test may be required for the camera.
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. Never attempt to repair equipment yourself and never remove any parts.
7. Never use force to turn or wind any part on a camera any amount of force will probably seriously damage internal parts.
8. Do not get water, beverages, dirt, or your lunch on the camera. Always replace the lens cover when not in use.
9. Do not lend any of the camera equipment to anyone else-- it is checked out only to you.
10. Do not use the self-timers on the cameras without special permission. Incorrect use of the self-timer often results in a jammed shutter.
11. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or Automobiles. If you lose it, you buy it.
12. 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. If you cannot follow the terms of this contract, do not check out the equipment. If you violate the terms of this contract, you will lose the privilege of checking out equipment. Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.

## EQUIPMENT CHECKOUT CONTRACT FORM Corsicana High School – H100 Studio

NAME \_\_\_\_\_

DATE \_\_\_\_\_ TEACHER \_\_\_\_\_

PERIOD \_\_\_\_\_ DUE DATE \_\_\_\_\_

PURPOSE \_\_\_\_\_

EQUIPMENT DESCRIPTION \_\_\_\_\_

I TAKE RESPONSIBILITY FOR THE SAFE RETURN OF THIS EQUIPMENT ON THE FOLLOWING

SCHOOL DAY. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_