



EQUIPMENT USE AND LIABILITY AGREEMENT



This document is an agreement between the undersigned user, the course instructor, and the Department of Media, Journalism and Film and constitutes the only terms under which any individual may use media lab equipment.

1. User is a student in good standing enrolled in the specified course, understands lab rules and lab policies. Equipment may only be checked out or in during posted hours.
2. Before checking equipment out the user must receive training in its proper use and operation; and be cleared by the course instructor as being knowledgeable in its proper use and operation.
3. All users must be conscious of equipment security. At no time should equipment be left unsecured. Classrooms, editing suites and studios are not to be used to store equipment.
4. User accepts responsibility for loss (including theft) or damage to equipment or facilities. In the event of loss and/or damage to equipment/facilities, user agrees to pay the replacement or repair cost of the equipment or facilities with a minimum cost of \$20.00. Equipment abuse or failure to pay for damage or loss can result in discretionary action against the user including: denial of access to course equipment or facilities. Instructors may choose to give a course grade reduction or course failure. In the event of shared credit or cooperative use of equipment or facilities, the user who signed out the equipment or facility accepts the liability.
5. User agrees to notify lab personnel of equipment problems at check-in. Failure to report equipment problems may result in probation. It is incumbent upon the user to check equipment condition and functionality at equipment check out.
6. In the event equipment is returned late or the user misses an equipment reservation, the user may be: given a warning, or denied further access to media equipment or facilities. Instructors may choose to give a course grade reduction.
7. Missouri State University and the Department of Media, Journalism and Film may use any project produced using University facilities and/or equipment for the purpose of class examples, student recruitment, University or Department promotion, and University or Department programming of broadcast, cable or Internet services. Additionally, the Department may provide these projects in whole or in part to other students for use in their course assignments.

I have read and agree to the above conditions.

Fill out completely and legibly. All information is required.

User Printed Name _____

User Signature _____

Local Address: _____

Phone: _____

_____ BearPass Login: _____

BearPass Email: _____

Instructor Signature _____

Course number: _____

Date: _____