

SJMC Digital Media Studios Equipment Usage Agreement

Equipment refers to all cameras, tripods, batteries, audio supplements, lights, editing resources, storage and A/V devices.

- Equipment checkout is for **24 hours maximum**. All equipment must be returned on or before the day following checkout. Late return penalties will be assessed by your instructor.
 - Not to be used while drinking or eating.
 - Do not use in a hostile environment.
 - Any problems with equipment should be brought to the attention of the Digital Media Studio staff.
 - If equipment is lost, stolen or damaged, the user will be responsible for replacement or repair costs.
1. **Equipment use is only for legal, authorized purposes:** Unauthorized or illegal uses include but are not limited to: harassment, destruction of or damage to equipment, software or data belonging to others; unauthorized copying or copyrighted materials; private business unrelated to University activities.
 2. **Authorized users:** User must be a currently registered University of Minnesota student, or current University of Minnesota staff/faculty member. Students must be enrolled in Jour 3102, 3321, 3451, 4174, 4302, 4441, 4442 or 4490, or written permission must be obtained from a full-time faculty member. Equipment must be in the possession of the authorized user at all times. Additional users may use the equipment within the presence of the authorized user, and the use is the responsibility of the authorized user. This is to allow group usage of the equipment.
 3. **Equipment return:** User is responsible for returning the equipment to the Digital Media Studios (DMS) in the same condition as when received within 24 hours of checkout, or sooner if requested by DMS staff. Users are encouraged to inspect and test all equipment before leaving DMS. Authorized user will be held responsible for equipment returned by someone else.
 4. **Equipment Loss or Damage:** User shall return equipment to the DMS equipment room located at Murphy Hall, 10B in the same condition as when received except for ordinary wear and tear. User shall be responsible for cost of replacement or repair of equipment that is lost or stolen while checked out to user.
 5. **Repairs and Alterations:** User will not permit any repair to the equipment, or the replacement of any part of the equipment. User will not tamper with or alter equipment. User will pay for all unauthorized repairs and replacement parts, as well as the cost of restoring any unauthorized alterations.
 6. **Failure to Return Equipment:** If equipment is not returned when due, the user will be in unlawful possession of the equipment. SJMC may seek the issuance of a warrant for the arrest of anyone in possession of the equipment (including authorized user).
 7. **Investigations:** Authorized users will promptly complete incident reports and deliver to DMS a copy of all related documents. Authorized users will also fully cooperate with SJMC's investigation of any vandalism, theft, accident, claim, or lawsuit involving use of equipment.
 8. **Fraudulent use:** If equipment is obtained from the DMS by fraud or misrepresentation, or is obtained in furtherance of an illegal purpose, all use of equipment is WITHOUT PERMISSION.
 9. **Incidental, Special or Consequential Damages:** User waives all claims against DMS and SJMC for any incidental, special or consequential damages in connection with the furnishing, performance or use of equipment.
 10. **Failure to comply:** failure to comply with all terms and conditions of this agreement will result in the loss of rental privileges.

Name	E-mail	Student/Staff/Faculty ID
Address		Course/Section
City	State/Zip	Phone
User Signature		Date
Lab Authorization		Date