

SAAH GENERAL LIGHTING STUDIO CHECKOUT AGREEMENT

1. **You must be currently enrolled in a School of Art & Art History course.** SAAH Lighting Studios are a shared discipline resource available to all students currently enrolled in a School of Art & Art History course.
2. **A valid Iowa One ID is required to pick up and return reservations.**
3. **By checking out the equipment you are acknowledging that you understand how to safely use the equipment and have been properly trained by your instructor.** It is your responsibility to safely use the equipment without harm to the public, you, or the equipment.
4. **It is your responsibility to check that the equipment is complete and in working order at the time of checkout.** You will be charged for damaged or missing items not noted during checkout.
5. **You are responsible for the well-being of the equipment while it is checked out to you, you will be charged for the cost of equipment repair or replacement if it is damaged or lost because of abuse or neglect.** You must report equipment problems, loss, or damage as soon as possible. Please email the Studio Specialist and describe, in as specific terms as possible, any problems with the equipment. This must be done by the due time at the absolute latest.
6. **It is your responsibility to charge equipment and delete your work prior to returning.** As a courtesy to the next borrower, please charge device and erase your files from the internal memory. Equipment that is not charged and therefore unable to be powered on, will not be accepted as returned.
7. **Equipment and keys must be returned on time.** Keys must be returned on time. Habitual late returns will result in loss of studio privileges. It is your responsibility to be aware of the schedule. If you are unsure, you can ask the monitor at time of checkout. Key replacement charge is \$25.00.

I understand that violation of any of these conditions will result in access being revoked. I hereby accept full responsibility for the policies listed above. I understand that in the event that a key(s) is lost while checked out in my name, I will be liable for the replacement charge. In the event I damage equipment, I am responsible for equipment repair or replacement costs. These charges will be applied to my University Bill.

My signature below means that I have read and that I agree to the terms of this agreement.

I am enrolled in the SAAH Course: _____ Instructor: _____

Last Name

First Name

Student ID #

Email

Phone Number

Signature

Date