

SAAH EQUIPMENT CHECKOUT AGREEMENT

1. You must be currently enrolled or instructing a School of Art & Art History (SAAH) course. Priority of equipment is supplied to students and instructors who need it to fulfill course requirements.
2. A valid Iowa One ID is required to pick up and return reservations.
3. By checking out the equipment you acknowledge 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 communicated upon pick-up.
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. In the event equipment is stolen or damaged, you must obtain a police report, if possible, in order for the University to pursue an insurance claim.
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 must be returned on time. Equipment loans are subject to a late fee of five dollars per item per day. Habitual late returns will result in loss of checkout privileges. It is your responsibility to be aware of the due dates of the equipment you check out. If you are unsure, please refer to the Checkout.Ulowa.edu application to review your reservation. **In the event that the SAAH requires an immediate shut-down due to COVID-19, all reasonable efforts must be made prior to leaving town to safely return equipment upon directive of the Instructor or Studio Specialist.**

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

_____	_____	_____
Last Name	First Name	Phone Number
_____	_____	_____
UI e-mail address	Discipline / Program	Instructor
_____	_____	_____
Please type or digitally sign name	University ID Number	Date