

EQUIPMENT CHECK-OUT RESERVATION FOR EDM/PHOTO

By signing this form I agree to all of the rules of the EDM/Phptp Equipment Check-out service.

I understand that failure to comply with these rules will result in my being prohibited from borrowing equipment and/or from having a lab account in EDM or Photo labs.

This prohibition, depending on the number and severity of rules infringements, will result **either in a two-week suspension, suspension for the semester, or permanent suspension of any future use of EDM/Photo equipment** for the duration of my time at CCNY.

Suspension of privileges from Check-out follows a **'two strikes' and 'three strikes' policy**. After two strikes, the student is barred from check-out for two weeks; after three strikes, privileges are suspended for the rest of the semester. **Once a student has three strikes, if a further incident occurs, all lab account and check-out privileges are permanently suspended, with no appeal.**

Normally, my checkout-periods will be respected, but I understand that the EDM/Photo Check-out service **retains the right to ask for the return of equipment in 48 hours**, regardless of the original check-out period.

I understand that failure to return equipment on demand will result in future privileges being permanently suspended.

I **[first and last name]** _____ **[cell #]** _____

agree to the following:

- I will not use equipment that I am not familiar with or for which I never received training.
- I understand the two and three strikes rule, and realize my privileges can be suspended permanently.
- I am responsible for all the equipment I use and will replace or pay the full cost of anything I damage.
- I will report any malfunctioning or damaged equipment immediately to the CLTs.
- I will not attempt to fix equipment for my own check-out equipment or that of another student.
- I certify that equipment borrowed is for my own course use and will not be used by anyone else.
- I will not lend this equipment to another person, either in or out of the EDM/Photo areas.
- I will follow all other rules posted concerning equipment and checkout.
- I will respect and follow the instruction of professors, CLTs and lab monitors in the DOC and labs.
- I understand I cannot check out the same equipment more than two times consecutively.