

EQUIPMENT CHECK OUT POLICIES

Autumn 2010

The Digital Cinema Equipment Cage
Suite 930 CTI
243 S. Wabash Ave.
312-362-5733

Hours of Operation

- Monday through Thursday, **9:00 am to 9:30 pm**
- Friday, **9:00 am to 5:30 pm**
- Saturday, **10:00 am to 3:30 pm**
- Sunday, **CLOSED**
- **NOTE: The Cage is closed Monday through Friday from 12 noon to 2 pm while we conduct inventory.**

Equipment Reservations

- Equipment reservations may be made in person or by telephone
- Reservations must be made at least 24 hours before the pick-up date, but no more than 30 days prior to the pick-up date
- **The student's enrollment will be verified for any course-specific equipment**

Reservation Cancellations

- Please contact the Cage by phone at least 24 hours in advance of pick-up date if you must cancel a reservation
- Consistent failure to pick-up reserved equipment at the designated time may result in a suspension of reservation privileges.

Check Out/Check In

- Equipment may be checked out for a period of 2 days. For example, equipment picked up on Monday will be due on Wednesday.
- As the Cage is not open on Sundays, equipment picked up on Friday must be returned on Monday.
- Exceptions and special requests may be accommodated if approved by a faculty member and the DC Operations Manager.
- **Check In times are from 9 am to 12 noon. Equipment not returned by 12 noon will be considered late.**
- Check Out times are from 2 pm to 9:30 pm. Equipment will not be checked out prior to 2 pm unless arranged ahead of time with the DC Operations Manager.
- Students checking out equipment must verify for themselves that all requested equipment is present and fully operational before leaving the Cage area. Once the student signs the check out agreement form, the student is responsible for all equipment listed on the form.

Equipment Return

- **Equipment must be returned before 12 noon the date due.**
- Equipment must be returned in its entirety, in fully operational condition, clean, and undamaged. The condition of the equipment will be assessed by the DC Technician on duty at the time of return. A grace period of one week may be given to find and return any missing equipment or components.

Equipment Extension Requests

- Students may request a 48-hour extension on equipment in their possession, either by phone or in person.
- The request for an extension must be made no later than 11 AM on the day the equipment is due. Requests made after this time will be denied.
- **The request does not guarantee fulfillment. If the equipment in question is reserved by another student for after the original due date and time, the request will be denied and failure to return on time will be considered a violation of these policies.**
- Students are limited to one 48-hour extension per Check Out.

Late Equipment Violations

- Any equipment not returned by 12 noon on the due date will be considered late. The DC Operations Manager will notify the student and the violation will be recorded.
- If, upon return, equipment is found to be missing any component or item, said missing equipment must be found and returned by the original due time and date, or it will be considered a violation.

Penalties for Late Returns

- Any student who fails to return equipment by its due date and time will be fined as follows:
 - First violation: \$50**
 - Each successive violation: \$100.**
- The fine must be paid to CIM Operations Staff, Benjamin Kumming or Eric Marsh, within 7 days.
- If a student fails to pay the fine within 7 days, CIM Operations Staff will notify the student's CIM instructors. The instructors may then elect to enact academic penalties. If the instructors choose to enact academic penalties, it will be noted in the course syllabus.
- If a student has outstanding fines unpaid at the end of any given quarter, CIM Operations Staff will place a financial hold on the student's University account, preventing registration for future classes until the fines are paid in full.

Check Out Privilege Probation

- Students who repeatedly abuse CIM equipment, or are repeatedly in violation of the policies contained in this document, may be placed on probation.
- For the duration of the following quarter in which the student is enrolled in a CIM class, the student's check out privileges will be placed on probation. Any single violation of these policies will result in the suspension of the student's check out privileges for the remainder of that quarter.

- Students in violation of their probation will be placed on probation again for the subsequent quarter.
- If a student violates his or her second probation, his or her check out privileges will be suspended indefinitely.

Financial Penalties for Loss or Damage

- The student named on the check out form is solely responsible for the equipment so entrusted, regardless of group work or any other user.
- Should a student lose any equipment, he or she will be held liable for replacement costs.
- Any equipment still outstanding 14 days past the due date will be considered lost and the student will be held financially responsible for the equipment.
- If equipment is stolen from the student, he or she must file a report with the appropriate Police Department *and* DePaul Public Safety (if the event occurred on campus) within 14 days of the theft. If no report can be provided to the DC Superintendent, the equipment will be considered lost, not stolen, and the student will be held responsible.
 - NOTE: equipment stolen more than 14 days after the due date will still be considered lost, and the student will be held responsible.
- Any equipment returned damaged will be assessed by the DC Technician on duty and reported to the DC Operations Manager. The DC Operations Manager will determine an appropriate cost of replacement. The student will be responsible for costs.
- Failure of any student to voluntarily pay in full or make payments on replacement costs will result in a financial hold on the students DePaul account, preventing class enrollment, graduation, etc. until the debt is paid. Extended failure to make payments may result in the involvement of collection agencies, private investigators or other means deemed necessary to collect payments.
- *Any financial penalties for loss or damage are separate from, and will be levied in addition to, any late fines the student accrues.*

Request for Arbitration

- Requests for arbitration by a committee of faculty, staff, and student representation in lost or damaged equipment cases must be made in writing to the DC Operations Manager no more than 14 days after notification. If a request for arbitration is not made within 20 days, the student will forfeit their opportunity for arbitration.
- Arbitration dates are set by the committee in advance, and all students making arbitration cases will be notified.
- The student is responsible for making his or her case to the committee for a reduced or commuted financial penalty in cases of lost or damaged equipment.

Entry to Equipment Rooms

- Students may not enter the equipment check out room(s) at any time unless so instructed by the DC Operations Manager.

Priority of Reservation Requests

- Faculty access to equipment and/or labs for Digital Cinema courses has priority over all other equipment reservation and usage.
- Certain equipment has restrictions on reservations. Only students enrolled in the class to which that equipment is dedicated may make reservations for the equipment. If equipment is unreserved, however, students with the requisite experience may check out the equipment on a first come, first served basis.
- First Priority: During regular academic quarters, undergraduate and graduate students currently enrolled in Digital Cinema production courses (including Independent Studies).
- Second Priority: During regular academic quarters, students finishing incomplete course work from previous quarters, undergraduate and graduate students currently enrolled in Digital Cinema non-production courses
- Third Priority: DePaul undergraduate and graduate students who have successfully taken and passed Digital Cinema production courses, but not currently enrolled in any DC courses. *Note: these students will only be allowed to check out equipment with permission of DC Operations Manager who will consult with the student's former instructor(s) to determine the appropriate level of equipment.*
- Experience Requirement: Students may only check out equipment for which they have the appropriate training and experience. A student must currently be enrolled in, or have successfully completed, a Digital Cinema course that utilizes the equipment they wish to check out.

Equipment Access During Term Breaks and Summer Sessions

- Access to equipment during term breaks will be limited to MFA students and undergraduate students finishing incomplete projects from the previous quarter.
- Access during summer sessions will be limited to MFA students and undergraduate students currently enrolled in a summer session Digital Cinema production course or finishing incomplete projects from the previous quarter.
- Access may be subject to further limitations due to summer Blue Light productions and staffing levels.

Repeated violation of the above rules and regulations can result in penalization up to and including temporary or permanent suspensions of check out privileges as determined by the CIM Operations Manager and DC Faculty.

The student's signature on the check out form verifies that he or she understands and accepts as binding the above rules and regulations. Students should feel free to ask for clarification from Cage staff or CIM Operations Staff.