

## CDM EQUIPMENT CENTER CHECK OUT POLICIES 2015-2016

DePaul University CDM Equipment Center, “The Cage”  
Suite 930  
243 S. Wabash Ave.  
312-362-5733

### Hours of Operation

- Monday – Thursday, 9 am to 10 pm
- Friday, 9 am to 6 pm
- Saturday – Sunday, CLOSED
- CLOSED Monday – Friday from 12:01pm to 1 pm
- December Intersession, Spring Break and Summer term hours vary

DePaul CDM Equipment is intended for use by students for DePaul related assignments only. Students may not use DePaul equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise. Students using DePaul CDM equipment may not request financial compensation for work using DePaul equipment.

### 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.
  - o Students filming MFA thesis projects may make reservations up to 60 days prior to the pick-up date.
- Equipment may be checked out without a reservation on an availability-dependent basis.
- The student’s enrollment will be verified before equipment can be reserved. Students may only reserve equipment designated for the classes in which they are enrolled.
- Students wishing to reserve equipment beyond that which is designated for the classes in which they are enrolled must fill out and submit a request, via a form available at all equipment center locations. The form must be signed by a DePaul SCA faculty or staff member who is familiar with the project. It must be submitted at least 48 hours before making the reservation. Submission of the request does not guarantee approval.

### Reservation Cancellations

- Please contact the Cage by phone at least 24 hours in advance of pick-up date if you must cancel a reservation.
- Reserved equipment must be picked up on the first day of the reservation period. Any equipment not picked up on the first day will be made available to other students.
- Consistent failure to pick-up reserved equipment at the designated time may result in a suspension of check out privileges.

### Period of Equipment Loan

- Equipment is loaned out for a period of 48 hours (3 days, 2 nights). For example, Monday to Wednesday, Tuesday to Thursday, Wednesday to Friday.
- As the Equipment Center is not open on Saturday or Sunday, equipment picked up on a Thursday or Friday is due on Monday.
- Special requests for longer periods of loan may be accommodated by the Equipment Center manager. Such requests must be made in advance of the reservation and will require justification and a consultation with the Equipment Center Manager and the student's instructor.

### Check Out

- Equipment checkouts are conducted after 1 pm each day.
- The student should allow for ample time to conduct the check out. Equipment will be checked thoroughly by both the Equipment Center staff and the student.
- Equipment may not be picked up by anyone other than the student under whose name the reservation was created.
- By accepting equipment into her or his possession, the student indicates that all items and component parts are present. Therefore, the student must make sure that all items are accounted for before leaving the Equipment Center.

### Equipment Return

- Equipment must be returned by the time indicated on the check out agreement. In most cases 12 noon on the date it is due. Equipment checked out on Thursday is due at 10 am Monday.
- Equipment must be returned in clean, well packed, and fully functional condition. The Equipment Center staff will inspect and test the equipment. The student should allow for ample time for this inspection.
- Any items or component parts missing upon return will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.
- The repair costs for any item found damaged will be billed to the student. Please see heading below, Missing and Damaged Equipment, for details.
- Extension requests will not be accepted.

### Penalties for Late Returns

- Any student who fails to return equipment on time will be fined as follows:
  - o First violation in any quarter: \$25
  - o Each successive violation is the same quarter: \$50
- An additional \$25 fine will be levied for each 7-day period the equipment remains overdue, and/or if the equipment is scheduled to go out to another student before it is returned.
- If a student has outstanding fines unpaid at the end of any given quarter, SCA Staff and CDM Advising will place a financial hold on the student's University account, preventing registration for future classes until the fines are paid in full.
- Only the Equipment Center Manager can waive a fine for late return.

### Missing and Damaged Equipment

- If an item or a component part of an item is not in the package at the time of return, the student will be held responsible for its replacement.
  - o The student will be given 7 days to find and return the missing item(s). Late penalties will apply to students who do not return missing items within the 7-day period.
  - o After 7 days, the student will be billed by the Equipment Center Manager for the replacement cost of the item(s). The student will have 14 days from the date of billing to make payment.
  - o Failure to make payment within 14 days of billing will result in the suspension of the student's equipment access until the debt is paid in full.
- If an item is damaged while in the student's possession for any reason, the student will be held responsible for the repair costs. The repair provider will be selected solely at the discretion of the Equipment Center Manager.
  - o The student will be notified of the repair costs as soon as an estimate is acquired from the repair provider. The student must make payment within 14 days of notification. Failure to do so will result in the suspension of the student's equipment access until the debt is paid in full.
- If the total amount of the replacement or repair costs is greater than \$100, the student may request an installment-based repayment plan. Terms of the repayment plans will be determined by the Equipment Center manager on a case-by-case basis.

### Check Out Privilege Probation

- Students who repeatedly abuse CDM 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 CDM 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.

### Entry to Equipment Rooms

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

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 CDM Equipment Center Manager and CDM Faculty.