Multimedia Production Center
Loaner Equipment Agreement

The Multimedia Production Center at Washington College has a limited inventory of equipment available for loan to faculty, staff, and students at the College. All equipment loan requests are subject to equipment availability. Washington College does not loan equipment to persons or groups/organizations not affiliated with the College.

This policy is absolute and exceptions to this policy can only be made under the approval of the Director of Digital Media Services.

LEGAL USE

You are responsible to abide by all local, state, and federal laws while using the equipment, including, but not limited to, copyright, privacy, and permit regulations and laws.

- I agree to be completely responsible (for the safety and cost of repair/replacement) for any piece of equipment checked out for the entire time such equipment is assigned to me.
- I agree to thoroughly inspect all equipment in the presence of MPC staff at the time of checkout to determine that the equipment is in good working order, noting any and all deficiencies on the checkout form.
- I agree to return all equipment only to authorized MPC staff, and remain present while equipment is thoroughly inspected.
- I agree to pay, in full, the cost of repair of equipment that is returned in a condition inferior to the condition in which it was checked out.
- I agree to accept the MPC staff person's judgement in any and all of the aforementioned matters regarding equipment condition and return.
- I agree to return all equipment by the date due on the check out form. I have read all of the above terms and conditions and agree to their provisions in full.
- I agree to keep Washington College and specifically the MPC informed of any damage

SIGN OUT POLICY

To borrow equipment, the borrower must present their a valid Washington College ID Card at the time the equipment is checked out. A loaner agreement must be signed.

RESPONSIBILITY FOR EQUIPMENT

Once you have signed for the equipment, you are responsible for it. The equipment will be checked out against your Washington College ID, just like library books and equipment. If any damage is done with the equipment is signed out in your name, caused by you or a third party, you are going to be held accountable. Under no circumstances should any equipment in your charge be loaned to any other person.

Upon return of the damaged equipment,the MPC will make a determination of the extent of the damage and a decision regarding the penalty for any such damage. This judgement shall be conclusive upon you. Lost of stolen equipment will be billed directly to your Washington College ID for the full cost of replacement.

RETURN OF EQUIPMENT

All items borrowed must be returned by the due date provided in the original loaner agreement. Unless otherwise agreed upon, all equipment is due back two days after the date it is checked out.

Equipment that is not returned to the MPC properly or is overdue will subject the borrower to fines, accrued daily, at a rate of approximately 1.8% of the original cost. These fines will continue to accrue if the equipment is not returned. These amounts will be charged directly against your Washington College ID.

FEES AND PENALTIES

Returning equipment late will result in the borrower being assessed overdue fees daily at a rate of 1.8% of the original cost of the overdue items.

For example: Canon HF-R400 Video Camera's original cost was $299, late fee will be $5.38 a day. Canon SL-1 DSLR's original cost was $692, late fee will be $12.45 a day. You will be responsible for lost or stolen equipment at full replacement cost plus a processing fee. You will be responsible for the repair cost of all damaged equipment. A damage appraisal will be performed by MPC staff and the appraised damage value is final.

All fees and penalties will be automatically assessed to your Washington College ID and their payment will be expected in full in a timely manner by the Business Office.

I ACKNOWLEDGE THIS AGREEMENT AND ITS TERMS

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