

FIELD EQUIPMENT RESERVATION AND CHECKOUT RULES

1. Equipment is available only to students in Communication, Film Studies, and Media Studies.
2. Student's name must be on a class roster submitted to the Help Center (helpdesk@ric.edu).
3. Field equipment checkout is located in the Help Center in Gaige 105E.
4. Students can reserve equipment beforehand on a checkout form in Help Center in Gaige 105E. *Reservations should be made at least 24 hours prior to pickup time. Students are limited to 2 equipment reservations per week.
5. The Help Center equipment checkout hours are 9 AM – 4 PM, Monday thru Friday.
6. Checkout is for 48 hours. Equipment checked out on Thursday or Friday afternoon is to be returned on Monday morning.
7. Students who fail to return the equipment on time get one strike. If they are late again, they get a second strike. Two strikes and they will lose their checkout privileges. Make sure your students understand this policy.
8. Students who fail to return equipment after one week, will be reported to Campus Police and legal action may be taken. **Professors - Make sure your students understand this policy.**
9. Students will be billed for damaged/lost equipment via college billing.
10. Students are responsible for requesting appropriate cables and power extension cords.
11. Occasionally, there is not enough time to recharge camera batteries in the Help Center. Students are advised to verify that the camera batteries are fully charged before a shoot.
12. Some equipment will require AA, AAA, or 9v batteries. Students should plan on purchasing spare batteries before a shoot.
13. The Help Center is responsible for changing the lamps (bulbs) in the light fixtures. Students are advised to test the lights before a shoot.