



CMC EQUIPMENT TEMPORARY LOAN AGREEMENT

GSU School of Art & Design Creative Media Center Video/Photo/Sound Equipment

In order to check out any equipment YOU MUST:

1. **BE CURRENTLY ENROLLED IN CLASSES** in the GSU School of Art & Design as an **Accepted Major** in a specific area of concentration Ernest G. Welch School of Art & Design.
2. Have returned all previously loaned equipment and paid all fines. (if applicable)
3. Have current proof of identity and enrollment by providing **A PRINTED COPY OF THE FOLLOWING:**
 - A. **GSU STUDENT ID**
 - B. **GA DRIVER'S LICENSE**
 - C. **CURRENT LOCAL ADDRESS & PHONE #**
 - D. **Current semester's GoSolar CLASS SCHEDULE**

Equipment Loaned:

Attention Lab Staff: Always check ID's and verify enrollment. Complete this form for each checkout, indicating the actual inventory number assigned to all items. All items must be accounted on this form before patron leaves the CMC.

ART & DESIGN STUDENTS WITH DECLARED MAJORS ONLY

ART & DESIGN GRADUATE STUDENTS ONLY

Nikon Cool Pix 5000 or 5400 #1, 2, 3, 4, 5, 6, 7, 8, 9	Sony DCR-VX2000 Handicam #1
Nikon Cool Pix 4 #10, 11, 12, 13, 14, 15,	Canon GL-2 Camcorder #1, 2, 3, 4, 5
Sony DCR-TRV18 Handicam #1, 2, 3, 4	Canon XL-1 Camcorder #1, 2
Sony DCR-HC20 Handicam #5, 6, 7, 8, 9	Canon XL-2 Camcorder #3
Sony DCR-HC46 Handicam #10, 11, 12, 13, 14, 15	Canon XH A1s Camcorder #1, 2, 3, 4

Equipment Serial Number _____ Equipment Serial Number _____
Equipment Serial Number _____ Equipment Serial Number _____

Accessories Loaned : (check and complete blanks for all that apply)

- Manual # _____, lens cap, case Battery # _____ Battery Charger # _____ Memory Card # _____, _____ MB/GB
- Remote # _____ USB Cable # _____ Firewire Cable # _____ RCA Cable # _____
- Additional Battery # _____ Additional Memory Card # _____, _____ mb Additional Eye piece

Other Item: #1, 2, 3, 4, 5, 6, 7 Description: _____

Other Item: #1, 2, 3, 4, 5, 6, 7 Description: _____

Student/Faculty/Staff Terms of Loan Agreement:

I **certify** that I am currently enrolled in **Class #** _____ taught by **Instructor:** _____.

I have received the above equipment in good working condition. I agree that I am solely assigned usage rights and am responsible for the use, well keeping and return of this equipment while it is in my possession. If damage, loss or theft occurs during this time, I agree I am responsible for the cost of repair or replacement of the equipment as established by published university guidelines. If I return the equipment late after the due date and time, I agree I will be responsible for the **LATE FEE calculated at \$10 per day, up to 2 weeks, at which point full replacement cost is assessed through the CMC and the GSU Student Accounts Dept.** Until I have satisfied these obligations, no additional equipment can be issued to me.

Student Name (PRINT) _____ **SIGNATURE:** _____

Address _____ **Local Phone (home)** _____ **(cell)** _____

Check Out Information

OUT INFO: 1. Lab Monitor's Initials? _____ 2. Date of Check Out ? ___/___/___ 3. When Is It Due? ___/___/___

IN INFO: 4. Lab Monitor's Initials? _____ 5. Date/Time of Check In? ___/___/___ :___ AM / PM

Deposits / Fees

!!! USE 1 SHEET PER CHECKOUT PERIOD !!!

Deposit: \$ _____ **Check Number:** # _____ **GA: License #:** _____

Fine: \$ _____ **# of Days Late:** _____ **Amount Paid:** _____ **Cash / Check #** _____ **Date:** ___/___/___

for office use only