

# CHECKOUT POLICIES

\*Checkout Privileges Are Only Available To Those Who Have Paid Their Lab Fees For the Current Semester

## **TRIPOD - Available To All Students**

The tripod is available for overnight rental and must be returned by noon the following day. If checked out on Friday the tripod is due back by noon on Sunday due to the lab being closed on Saturday.

There is a charge of \$2, to be paid upon checkout, no exceptions.

## **4X5 FIELD CAMERA - Restricted to Students Currently Enrolled in ART 307 and Those Who Have Previously Taken ART 307.**

The 4x5 field camera is available for overnight rental and must be returned by noon the following day. If checking out on Friday the camera is due back by noon on Sunday due to the lab being closed on Saturdays.

There is a charge of \$5, to be paid upon checkout, no exceptions.

## **PINHOLE CAMERA - Restricted to Students Currently Enrolled and Those Who Have Previously Taken At Least One of The Following Classes - ART 307, ART 308B, and ART 308C.**

The pinhole camera is available for overnight rental and must be returned by noon the following day. If checked out on Friday the camera is due back by noon on Sunday due to the lab being closed on Saturdays.

There is a charge of \$1, to be paid upon checkout, no exceptions.

## **LIGHTMETERS - Restricted to Students Currently Enrolled and Those Who Have Previously Taken At Least One of The Following Classes - ART 307, ART 308B, and ART 308C**

The lightmeter is available for overnight rental and must be returned by noon the following day. If checked out on Friday the lightmeter is due back by noon on Sunday due to the lab being closed on Saturdays.

If being checked out for use with a field camera, portable flashes, or for use in Studio 2 there is no additional charge. If the lightmeter is being checked out alone there is a charge of \$2, to be paid upon checkout, no exceptions.

## **NORMAN STROBE KIT - Restricted to Students Currently Enrolled in ART 307 and Those Who Have Previously Taken ART 307. CHECKOUT SUBJECT TO INSTRUCTOR APPROVAL**

The Norman strobe kit, which includes 2 Norman ML400s, 1 Norman ML600, 3 softboxes, 3 stands, and 3 reflectors are available for overnight rental and must be returned by noon the following day. If checked out on a Friday the Norman strobe kit is due back by noon on Sunday due to the lab being closed on Saturdays.

There will be a \$25 usage fee for all students (both labbies and non-labbies) per semester, as well as a charge of \$5, to be paid upon checkout, no exceptions.

## **PORTABLE FLASHES - Restricted to Students Currently Enrolled in ART 307 and Those Who Have Previously Taken ART 307.**

The portable flashes, which includes 2 Vivitar 285's and a Canon Speedlite, are available for overnight rental and must be returned by noon the following day. If checked out on a Friday the portable flashes are due back by noon on Sunday due to the lab being closed on Saturdays. There is a charge of \$2, to be paid upon checkout, no exceptions.

## **PORTABLE FLASH ACCESSORIES - Restricted to Students Currently Enrolled in ART 307 and Those Who Have Previously Taken ART 307.**

The portable flash accessories, which includes 2 Lightstand to Hotshoe Adapter, 2 Tripod to Hotshoe Adapter, a Make-shift Snoot, a Hotshoe to PC adapter, 2 Peanut Slaves, a Cable Release, a 1ft Straight Sync Cord, and a 16 ft. Coiled Sync Cord, are available for overnight rental and must be returned by noon the following day. If checked out on a Friday the portable flash accessories are due back by noon on Sunday due to the lab being closed on Saturdays.

If the portable flash accessories are being checked out simultaneously with the portable flashes or for use in Studio 2 there is no additional charge. If the portable flash accessories are being checked out alone there is a charge of \$2, to be paid upon checkout, no exceptions.

## **LATE FEES**

**If an item is returned late there will be an additional charge of half the specific item's normal checkout fee. If an item is not returned by 10pm the day it is due, there will be a one time charge of double the specific item's normal checkout fee and then an addition charge of the item's normal checkout fee for each day late there after.**

**If you repeatedly fail to return equipment on time or fail to pay your late fees then your checkout privileges will be suspended or revoked.**

## **REGULATIONS**

**Upon renting equipment from the lab, it is the duty of the student (not the labbie) to check over and verify that the equipment is in working condition. Students must agree to pay for any loss or damage of rented equipment while it is in the student's possession, as well as agree to pay any late fees that may be incurred. Failure to abide by these rules may result in the loss of checkout privileges and a hold placed on the student's records until any fees have been settled.**