

Media Resources Equipment Loans Student Contract

*Contact Media Resources Equipment Loans at 568-6803
to check on equipment availability before completing this form.*

Name (Please print or type): _____ Phone: _____

JMU email Address: _____ Date: _____

Equipment Requested: _____

Pick Up Date: _____ Pick Up Time: _____

Return Date: _____ Return Time: _____

Equipment Use (Check one): Class Project/Presentation JMU Organization

Instructor Name (Please print or type): _____

Instructor Signature (**Required, no exceptions**): _____

Course Title: _____ Course Number: _____

The following regulations apply to all borrowers. Please read and sign at the bottom of this form.

1. Equipment may not be reserved or used for personal use. This equipment is available for academic purposes only. [JMU Policies and Procedures 1506](#).
2. Equipment must be reserved at least 24 hours in advance. Requests are subject to availability and approval by media resources.
3. The loan period cannot exceed 10 calendar days. Only one extension of no more than three calendar days will be granted if equipment is available.
4. Reservation will be automatically canceled if equipment is not picked up within 24 hours of the contracted pick up time.
5. Equipment must be returned by the date and time it is due during regular media resources business hours (M-F, 8am-5pm) to avoid late charges. If the equipment is not already late or reserved for someone else, an extension may be requested by calling Equipment Loans at 568-6803.
6. The borrower whose signature appears below assumes **FULL RESPONSIBILITY** for the equipment and will be liable for any applicable charges due to damage or loss.
7. If applicable, fines will be computed using the following rates:
Late Charger Per Hour: \$2 per hour (\$15 maximum per business day M-F, 8am-5pm). If equipment is returned after hours, overnight or weekend rates (whichever is applicable) will be charged.
Estimated Equipment Replacement Costs: Video Camera \$1000 Other: _____
8. Proper operation and care of equipment is important. Equipment Loans offers equipment orientation or training if needed.

I agree to comply with Media Resources Student Equipment loan policies.

Borrowers Signature: _____ Student ID Number: _____

**The borrower must pick up and return equipment at Media Resources Equipment Loans,
Spotswood Hall Basement, during regular business hours (M-F, 8am-5pm).
This form, properly signed, must be presented in order to pick up equipment.**