



EQUIPMENT CHECKOUT CONTRACT FORM 2020-2021
Advanced Arts Program - Gallery 37



1. You accept full responsibility for the safe return of all equipment in your possession.
2. Equipment must be returned in the same condition it was in when you checked it out. All equipment will be in good working order when you check it out. Any issues with the equipment while in your care needs to be brought to the instructors attention immediately. You must return all accessories that were checked out with the equipment.
3. All batteries must be fully charged when the camera is returned. Failure to recharge the batteries may cause you to lose borrowing privileges.
4. All equipment must be signed out by an instructor before leaving the building and must be checked back in again once returned. This Equipment Checkout Contract Form must be on file before any piece of equipment is borrowed, and must be signed by the person taking responsibility for the equipment and the parent or guardian of the student.
5. You must know how to use the piece of equipment you are checking out. A competency test may be required for the equipment you wish to barrow.
6. If you are on the move with your equipment, make sure to utilize all safety straps and carrying cases included with the item.
7. Never attempt to repair the equipment yourself and never remove any parts. If you damage your equipment let your instructor know as soon as possible.
8. If you must travel on the CTA with your equipment, make sure it is secured safely inside a backpack, messenger bag.
9. Do not eat or drink while using your equipment.
10. Do not lend your equipment to anyone else. It is checked out only to you and you are ultimately and financially responsible for it.
11. Equipment must be in your immediate possession at all times or safe at your own home. Do not leave equipment in lockers or automobiles if you lose it, you buy it.
12. Upon return your equipment will be evaluated and checked for damage beyond usual wear and tear.
13. Equipment is checked out for school projects under the course curriculum. It's your responsibility to return the equipment by the deadline assigned. If you cannot follow the terms of this contract, do not check out the equipment. If you violate the terms of this contract, you lose the privilege of checking out equipment. Unauthorized use of equipment is considered theft & violators will be referred to school authorities.

I TAKE RESPONSIBILITY FOR THE SAFE RETURN OF THE EQUIPMENT.

STUDENT NAME (print) _____

DATE _____

SIGNATURE _____

PARENT NAME (print) _____

DATE _____

SIGNATURE _____

SERIAL NUMBER: _____

TEACHER INITIALS: _____