

Department of Film & Video - Student Equipment User Agreement

The following rules apply to all students that wish to check-out equipment from the FLM equipment room.

#1 – Using the equipment is a PRIVILEGE, not a RIGHT. This privilege can be revoked at any time. No student may request or reserve equipment unless they have a signed user agreement on file. A new agreement must be signed each semester.

#2 – All gear requests above and beyond basic kit must be made a **MINIMUM** of 2 business days (48 hours) and a **MAXIMUM** of 5 business days (1 week) in advance of the desired pick-up time.

NOTE: Any request that is made more than 1 week in advance and any request that is made less than 48 hours in advance will be denied or just ignored. See website for instructions on making a request.

#3 – Students should not make a request until they are sure of their schedule. If an equipment request is made, and the individual that made the request does not show up to check out their equipment, then the person that made the request will have their check-out privileges suspended for 2-weeks on the first offence. On the second offence, the student will have their check-out privileges revoked for the remainder of the semester.

#4 – The individual making the request must be the person that checks out AND returns the equipment. Students are not permitted to check out equipment for another student. Likewise, students are not permitted to return equipment checked out by another student.

#5 – Equipment is checked out and returned based upon the equipment room schedule. If equipment is returned late, then the person that made the request will have their check-out privileges suspended for 2-weeks on the first offence. On the second offence, the student will have their check-out privileges revoked for the remainder of the semester.

#6 – Equipment may only be checked out (and checked back in) during open hours (see website for schedule). Do not ask the equipment room employees to come in at special times. They are paid for their specific schedule and are not permitted to work additional times.

#7 – The student that checks out the equipment is solely responsible for ALL equipment borrowed. If ANY equipment is lost or broken, then the student that borrowed the equipment will not be permitted to check out any more equipment until the missing or broken equipment is found or replaced. Additionally, if missing or broken equipment is not found or replaced by the end of the semester, the student is to **receive a grade of “F” in their production course**. Additionally, the student may be referred to CLA, Bursars Office, Student Rights and Responsibilities Office, and the University for collection. Purdue Police may also become involved as necessary. The student must sign a form attesting to the state of the equipment EACH TIME the equipment is checked out. This is a binding contract and takes effect as soon as the student walks away from the gear room. At that point everything in the pack becomes the student’s responsibility.

#8 – Anytime equipment is returned with something missing or broken, both the student and equipment room employee MUST immediately complete and submit an incident report. In these situations, equipment is not considered returned until the report is filed.

#9 – Equipment may not leave the local Purdue area without special written approval by the faculty member that is responsible for managing the equipment.

#10 – Equipment is checked out based on a complete “kit”. The student making the request is responsible for the entire kit, kits may not be split up.

#11 – Students must agree to maintain safety in all shoots (no unsafe props, no unsafe stunts, no unsafe shots, no unsafe practices of any kind are permitted). Safety applies to all equipment, cast, and crew and includes both physical and mental safe practices. Absolutely no sharps or firearms permitted on any set at any time, ever.

<https://www.cla.purdue.edu/academic/rueffschool/film-and-video/gear-room/index.html>

NOTE 1: The web page may still be updated for current policies. When in doubt, please ask.

NOTE 2: FLM 24100 (required) and FLM 36100 (optional) will check out gear for the entire semester, but still must check out and return based on gear room schedule.

NOTE 3: This form is to remain on file with gear room until the end of the semester.

Print Student Name _____

Sign Student Name _____

Student Contact Phone Number _____

Enrolled course _____

(Students checking out gear must be enrolled in an FLM production course, or have special project permission from the Chair of Film and Video)

Date _____