

Media Arts Equipment Room
Equipment Usage and Borrowing Agreement
Department of Communication
Wayne State University



Student Name: _____
Phone Number: () _____
Email Address: _____
Local Address: _____

WSU ID#: _____
Alternate Phone: () _____
Alternate Address: _____

Course: _____
Instructor: _____

Section #: _____
Term & Year: _____

Faculty Authorization

(Required to release equipment or utilize the production labs)

Provided that proper procedures are followed, the student identified herein is authorized to reserve, check out and utilize equipment that has been authorized for use by the production course in which she/he is currently enrolled. Students enrolled in this course may check out field equipment for a period no longer than 72 hours at a time.

Faculty Signature Date

Student Agreement

(Signature required to use or borrow equipment)

I, _____, hereby assume full responsibility for all of the equipment that I check out, use in class or during open edit during the course of the term. I understand fully that if any of this equipment is lost, stolen, damaged or destroyed while in my legal possession, I am obligated to pay the full cost to repair and/or replace the equipment. I also understand that my final course grade for the class involved will be withheld until said payment is received and processed. Furthermore, I agree to return all equipment, in good condition, by the date agreed to at the time of checkout or lose the privilege to borrow equipment in the future. I realize that failure to abide by the policies and procedures established for the Media Arts Equipment Room may result in loss of equipment privileges.

Student Signature Date