



*"Believe and act as if it were impossible to fail." – C. Kettering*

### JMC School Media Equipment Checkout Agreement

Tower ID number \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Class Enrolled \_\_\_\_\_

JMC Class Professor \_\_\_\_\_

As a San Jose State University, School of Journalism and Mass Communications media lab class student, I acknowledge the importance of the following terms for JMC School equipment checkout:

1. Only students currently enrolled in a designated JMC School lab class is permitted to check out or return JMC cameras and support equipment.
2. The maximum checkout period is one week unless authorized by faculty and the checkout room student assistant.
3. Checkout room assistants do not train lab students on equipment. See faculty for support information and guidance on how to properly use equipment.
4. **All checked out equipment MUST be returned by the due date and time.** Never assume extensions are acceptable. Students must call their instructor immediately, and make specific arrangements.
5. **At all times students must secure all checked out equipment, and keep it safe from damage or theft.**
6. **Students may lose checkout privileges for returning equipment late, damage due to negligence, or lost equipment or parts.**
7. Report all problems encountered with equipment immediately upon return.
8. **Students may be billed for lost or broken equipment, and course grades may be withheld until these matters are fully resolved.**
9. NO transferring of equipment to other students unless faculty authorized.
10. No tampering with SJSU tracking devices, and no student may attempt any internal repairs of JMC School checked out equipment.

Demonstrating responsibility while using JMC School equipment, designed to be shared by many students in a class, is always very important. With my signature below, I agree to all of the terms listed above.

\_\_\_\_\_  
Signature of JMC media class enrolled student

\_\_\_\_\_  
Date