

JCM EQUIPMENT CHECKOUT POLICY

JCM Equipment Room | 205-348-8957

Students enrolled in specific Journalism & Creative Media courses are eligible to check out cameras, sound, lighting/grip, and other equipment for use in partial completion of course assignments. The range of equipment access is determined by course and subject to both the permission of the instructor and item availability. Students are responsible for the timely and safe return of all equipment checked out in their name. There are no extensions. A \$25 per day charge will be assessed for any equipment returned late. All check-in and check-out requests are by appointment only.

Individual students or student groups will be charged for the replacement or repair of any item lost, stolen, or damaged while in their possession. Failure to return the borrowed equipment on time will result in a transfer of the charges to the student's account maintained by the Office of Student Receivables. Charges for borrowed equipment that is returned damaged or after the assigned check-in time will also be transferred to the Office of Student Receivables. This action will prevent subsequent registration, graduation, and transcript issuance until the matter is cleared. This amount is also subject to attorney fees, and other costs and charges necessary for the collection of any amounts not paid when due.

Students are welcome to utilize their own equipment to complete SOME course assignments. Please consult with your instructor about technical specifications and compatibility issues BEFORE proceeding.

All equipment use requires a 10-hour advanced reservation through WebCheckout.

Equipment CHECK-OUT (outgoing) and CHECK-IN (returning) is between 8:30 a.m. and 4:00 p.m. weekdays by APPOINTMENT ONLY in 123 Reese Phifer Hall.

When returning equipment, please beware of the potential fines. \$1.00 for unwrapped cords, \$1.00 for lavalier mics left on, \$10.00 for missing lens caps, \$25.00 for missing tripod feet, and charges on other items may vary.

This policy is in effect for any student who checks equipment out from the JCM Equipment Room OR uses equipment in class that has been checked out by faculty. This form must be completed at the beginning of each semester you are enrolled in a production class to be active in WebCheckout.

Student Printed Name and Date: _____

Class and Section: _____ CWID _____

Email address: _____@crimson.ua.edu

Student Signature: _____

EQ Room use only:

Signature on file _____

Checkout Center _____

Group _____

**If you have any questions, contact the
JCM Equipment Room at 205-348-8957.**

January 14, 2022