



UCentral Student Media Network

100 NORTH UNIVERSITY DRIVE
EDMOND, OK 73034-5209
(405) 974-2589

EQUIPMENT LOAN AGREEMENT

The following is an agreement between UCentral and the requesting student to abide by the rules, procedures and penalties in requesting, using and returning UCentral equipment as well as requesting and using any editing equipment. UCentral equipment is ONLY reserved for and used by students currently enrolled in Mass Communication Courses for class assignments or UCentral programming. This form must approved for use by course instructors or the General Manager of UCentral. This agreement is valid only for the semester designated below.

Complete with accurate information, sign and return this form to the UCentral receptionist desk (Mass Communication Building, Room 129).

Requesting Student: _____
(print)

Semester: SPRING 2013

Contact Cell #: _____

Contact email: _____

Course Program: _____

Instructor Signature: _____

*** RULES, PROCEDURES AND PENALTIES ***

- Requesting student is financially liable for loss and/or any damages beyond normal wear-and-tear to any loaned equipment. An equipment cost list is provided below on this sheet.
Requesting student will use the ucentral.genbook.com to reserve equipment at least one hour prior to check-out.
During the check-out process, requesting student will review all equipment for any loss and/or damage to equipment to limit liable responsibility.
Requesting student will take possession of loaned equipment by signing their name on documentation provided by the media lab attendant.
Requesting student will abide by the stated time-limit for loaned equipment or donate \$5.00 per quarter-hour past the agreed loan return time.
Requesting student must pack equipment and wrap cables appropriately when returning equipment or be charged a \$10.00 repacking donation.
As part of the check-in process, requesting student will review the loaned equipment with the media lab attendant for damaged or missing equipment.
The media lab attendant will take back possession of loaned equipment from the requesting student when the student signs their name on documentation provided by the media lab attendant. Requesting student will be made aware of any financial responsibility at this time.
Students who have not paid previous UCentral equipment donations will not be allowed to reserve equipment for any purpose until all donations are paid in full. UCentral donations are paid at the Bursar Office at the Nigh University Center. Please provide the UCentral desk with a copy of the paid receipt.
Equipment is for class assignment or UCentral programming use ONLY.
Students who fail to comply with any requirement of this agreement and/or comply with the policies set forth in the "University of Central Oklahoma Code of Student Conduct" (www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf), could temporarily or permanently lose the privilege to use any and/or all equipment.
The UCentral general manager reserves the right to amend this agreement at any time.

I have read the above agreement and understand my responsibilities. I agree with the above consequences for the violation of those responsibilities by signing my name to this agreement and providing my banner ID number. I understand my banner ID number will be kept confidential and used only for the purpose of applying donation penalties as stated above.

Requesting Student: _____
(signature)

Date: ____/____/____

Banner ID: * ____/____/____/____/____/____/____/____/____

Camera Kit

Table with 7 columns: Item, Price, Item, Price, Item, Price, Item, Price. Includes items like camera, tripod, lav mic, hand mic, shotgun mic, XLR cable, battery, lav clip, wind screens, headphones, camera bag.

Radio Kit

Table with 4 columns: Item, Price, Item, Price. Includes Marantz, XLR Cable, Hand Mic, GB SD Card.

Light Kit

Table with 4 columns: Item, Price, Item, Price. Includes Lowell Light, Lowell Cable, Umbrella, tripod.

SFX/Music CD

Table with 1 column: Item, Price. Includes SFX / Music CD \$30.00 ea.

Anchor iPads

Table with 1 column: Item, Price. Includes iPad w/case \$500.00

PR Camera Kit

Table with 6 columns: Item, Price, Item, Price, Item, Price, Item, Price. Includes Camera, charger, Hand Mic, tripod, camera bag, mic stand.