

# School of Communications Equipment Room Procedures

## **OPERATING HOURS:**

**8:00 a.m. to 9:00 p.m. Monday through Thursday,**

**8:00 a.m. to 5:00 p.m. Friday**

**(8:00 a.m. to 5:00 p.m. on Saturdays and Sundays beginning mid-semester)**

**Phone number: Equipment Room- 331-3867**

**Students must have a picture I.D. to use our facilities. We are no longer issuing SOC ID's, but if you currently have one, you may continue to use it. Other acceptable ID's include: GVSU ID, Drivers License, or Michigan ID.**

1. Equipment reservations may **not** be taken over the phone, only in person. Equipment may only be reserved one week in advance.

\* 2. Equipment is to be used for class projects only.

3. Be sure you understand the time your equipment is to be returned before you sign the custody sheet. Once you have signed the form, you are liable for any/all late fees. Do not sign the form when making a reservation. We ask that you return your equipment as early as possible, as there is always someone else waiting to use it after you.

## **WHEN MAKING RESERVATIONS REMEMBER:**

**THE LATEST PICK UP AND RETURN TIME IS 8:30PM M-TH, AND 4:30PM FRIDAY, SATURDAY, AND SUNDAY.**

4. Late fees are to be collected from anyone who returns any equipment late, at the rate of \$1.00 per hour to a maximum of \$10.00 per day, per custody sheet. **That person will not be allowed to check out equipment or lab suites until their fine is paid in full.** After two late fines, the student's access to equipment will be reviewed. Anyone failing to pay late fees by the end of the semester will have their grades withheld.

5. Equipment may be checked out in the following fashions:

**For The Day:** meaning a period of time during the Equipment Room's regular operating hours.

\* **Overnight:** meaning a period of time, usually from late in the day until early the following day. It also applies to the period of Friday afternoon until Monday morning.

**Extended:** meaning a period of time longer than overnight. All extended checkouts must be approved by Scott Vanderberg, Jason Rutter or Jim Schaub.

\* 6. Students must have a minimum time period of **24 hours between equipment reservations.** (i.e.,no returning equipment and rechecking it out immediately or reserving it again for that day.)

**THERE WILL BE NO EXTENSIONS DURING THE LAST THREE WEEKS OF A SEMESTER. NO EXCEPTIONS.**

7. Anyone who has equipment reserved must pick it up within **ONE HOUR** of the time of the reservation, or inform us otherwise, or they will forfeit that reservation. Equipment that has exceeded the "one hour" time limit may be checked out to someone else.

8. Student is responsible for reporting all missing or faulty equipment. Student is responsible for all lost and damaged equipment. (Check all equipment before you sign the custody sheet or you are responsible for all equipment, even if it was broken or missing when it was given to you!)

\* 9. Return equipment exactly the way it was given to you. All cables should be secured with the given strap and each individual item should be given to the employee. Do not return case with microphones/cables/batteries/etc still inside.

**CONTINUED ON REVERSE SIDE**

10. Cd's are NOT to be taken home for overnight use!
11. Editing time in all video edit suites should be limited to 4 hours per person per day, and 8 hours
12. Room reservations may be taken over the phone, as well as in person, up to one week in advance. **But no more than one week in advance.**
- \* 13. Anyone who does not show up for their reserved lab time, and does not inform us otherwise, within **30-MINUTES** of their reservation, will forfeit that reservation, and that time may be given to someone else.
14. If someone unauthorized is using someone else's lab time, the person who has the original reservation has the authority to ask that person to vacate that room unless the "30-minute forfeit" time has been exceeded.
- \* 15. Students leaving rooms for any reason during their scheduled times must leave the key with the worker in the Equipment Room.
- \* 16. Non-Communication Majors or Majors working on out-of-class projects must have Supervisor approval to use facilities and will be charged a rental fee.
17. Lockers for photo students in the basement of LSH are available on a first come, first serve basis, and **must** be signed out with SOC student employees in the Equipment Room. Students are to empty their locker by the posted dates or risk losing the contents. Students must supply their own locks. Any locks on a locker that hasn't been signed out may be cut off at any time. **A student must physically have their lock with them at the time they wish to be assigned a locker or they will be turned down.**
18. There is to be no food or drink in any of the editing and photo dark rooms. Violations may result in loss of privileges.
19. Report any missing or non-functional lab equipment to the Equipment Room staff.
20. **Group Projects:** Only one person from the group should reserve equipment for the project. All equipment should be picked up at the same time, and returned at the same time, by the student who made the reservation.