

Purdue Film and Video Studies Student Equipment User Agreement

The following rules apply to all students utilizing FVS Department equipment.

#1 — Using the equipment is a PRIVILEGE, not a RIGHT. This privilege can be revoked at any time. No student may request or reserve equipment unless they have a signed user agreement on file. A new agreement must be signed each semester.

#2 — All gear requests must be made a MINIMUM of 2 business days (48 hours) and a MAXIMUM of 5 business days (1 week) in advance of the desired pick-up time.

- See the website (fvsgearroom.weebly.com) for detailed request instructions.
- All request contact must be made through fvsgearroom@gmail.com.

#3 — Appointment ‘no-shows,’ whether checking-out or checking-in, will result in a rental suspension.

#4 — The individual making the request must be the person that checks out AND returns the equipment. Students are not permitted to check out or return another student’s equipment.

#5 — Equipment may only be checked out (and checked back in) during open hours.

- See the website (fvsgearroom.weebly.com) for the current semester’s schedule.

#6 — The student that checks out the equipment is solely responsible for ALL equipment borrowed. ALL missing/broken equipment must be replaced before any further rentals.

- Missing/broken equipment not found or replaced by the end of the semester will prompt an Incomplete (I) for the enrolled course. There may be a Bursar charge for the equipment price.
- The student may be referred to CLA, Bursar's Office, Student Rights and Responsibilities Office, and the University for collection. Purdue Police may also become involved as necessary.

#7 — Each rental requires a form attesting to the state of the equipment - this is a binding contract and the student’s responsibility once they exit the Gear Room. Equipment is not considered checked-in until all relevant incident and equipment forms have been filed with a Gear Room employee.

#8 — Equipment may not leave the Purdue area without special written approval by the faculty member supervising the equipment.

#9 — Equipment is checked out based on a complete ‘kit,’ which includes *all* items. Kits may not be split up.

- See the website (fvsgearroom.weebly.com) for available gear listings.

#10 — Students must agree to maintain safety in all shoots: no unsafe props, stunts, shots, nor practices of any kind are permitted. Safety applies to all equipment, cast, and crew and includes both physical and mental practices. Absolutely no sharps or firearms permitted on set at any time.

- All shoots for all class projects must maintain current Protect Purdue Protocols. This includes both indoor and outdoor shoots, and are subject to change per university policy.

See <http://fvsgearroom.weebly.com/> for the most up-to-date policies.

When in doubt, email fvsgearroom@gmail.com.

Student Name (Print): _____ FVS Course: _____

Student Signature: _____ PSP Membership?: _____

Purdue Email: _____ PUID #: _____

Phone Number: _____ Date: _____

By signing, the student agrees to abide by all policies listed above, and is liable for any breaches of conduct.