

## **UO Cinema Studies Equipment Checkout Policies**

### **Who Can Use the Equipment?**

Cinema Studies Equipment is only available to students currently enrolled in Cinema Studies Production Classes.

Additionally, before you use the equipment you have to sign the Equipment User Agreement form, which affirms that you are responsible for the equipment. You also must bring a student ID with you when you check-out equipment.

Finally, using the equipment is a privilege, and it can be taken away if you return the equipment late, lose any part of a kit, or commit any other violation as listed in the Equipment User Agreement form.

### **When is the Equipment Available?**

The Equipment Room, room 18 in the Knight Library basement, is open for reserving equipment, picking it up, and returning it during the following hours:

Monday – Friday 12:00 – 6:00 pm  
Saturday & Sunday 12:00 – 3:00 pm

Equipment should always be reserved ahead of time, so you can make sure that it will be available. You can reserve it for up to 3 weeks in advance. If your equipment needs change after you make a reservation, let us know.

All equipment check-outs are for up to 1 full day. Any exceptions to this must be specifically authorized by Cinema Studies Multimedia Staff and are dependent on equipment availability.

Also, unless specifically authorized, one equipment user can only check out one of each type of equipment. (i.e. 1 camera, 1 light kit, etc.)

All equipment must be returned by the scheduled return time or it will be considered late and will result in a violation and possibly a suspension.

### **How do I reserve and checkout equipment?**

Reservations should always be made in advance, and they can be made any time the equipment room is open.

To reserve equipment mark-out the times you need each piece of equipment or kit in the Equipment Binder. Each piece is listed in the appropriate section (i.e. cameras, lighting, accessories) and has an individual calendar showing when it is available. After you have marked-out the equipment for the times you need it, write down your initials and cinema production class number on the calendar.

Next, fill-out a reservation form. On the reservation form, write down your name and class info as well as each piece of equipment and the pick-up and return times. This info must exactly match what you marked down in the Equipment Binder. Finally, file your reservation form in the reservation binder.

When you are picking up equipment, make sure to come at the correct time and to bring a photo ID. We will not check-out equipment to you if you don't have a photo ID, and we will not check out equipment to a friend. If you reserved it, you must be the one to pick it up. When you come to pick-up equipment, don't do it right before a class, especially if other students are getting equipment it can take 5 – 10 minutes to complete the checkout.

---

**If you have any questions please contact us:**

**Contact Info:**

**Equipment Room Email:** [uocinegear@gmail.com](mailto:uocinegear@gmail.com)

**Multimedia Assistant:** [kmay2@uoregon.edu](mailto:kmay2@uoregon.edu)

**Equipment Room: 541-346-7820**

**Multimedia Supervisor Office: 541-346-8844**