Cinema Studies Equipment Checkout Policies

Equipment Access
Cinema Studies Equipment is available ONLY to students currently enrolled in Cinema Studies production classes and is for use only on Cinema Studies class assignments.

Examples of Cinema Studies production classes may include (but are not limited to) CINE 270, J208, ARTD 256, CINE 370, and CINE 425. Your instructor will tell you if your course is eligible to checkout equipment and if you will have access to the equipment for that term for your class assignments.

Before checking out equipment students must be trained and cleared to use it by their instructor.

Checking Out Equipment
Before you use any equipment, you will have to sign the Equipment User Agreement form which affirms that you are responsible for the equipment. You must also bring a student ID with you when you check out equipment.

You must use the appointment request form provided to you in your production class to sign up for an equipment checkout. Once you make your pick-up and drop-off appointments, you will receive an email confirming your appointments. Equipment cannot be checked out without approved pick-up and drop-off appointments.

Equipment Use Policies
Finally, using the equipment is a privilege and you can lose it 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.

All equipment checkouts are for up to 3 business days. Any exceptions to this must be specifically authorized by Cinema Studies Multimedia Staff and are dependent on equipment availability.

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 at the scheduled drop-off appointment or it will be considered late and will result in a violation and possibly a suspension.