

**SFP EQUIPMENT CHECKOUT**  
**Montana State University**  
**School of Film and Photography**  
**Room 214 Visual Communications Building**  
**P.O. Box 173350**  
**Bozeman, MT 59717**

<b>Film</b> Checkout Window	994-6254
<b>Photo</b> Checkout Window	994-6691

SFP Technology Coordinator (Anthony Purpura)	994-6253
SFP Assistant Technology Coordinator (Colette K. Campbell)	994-6254
SFP Photo Checkout Manager (Mark A. Lee)	994-6866
SFP Equipment/Facility Manager (Niki Buettner)	994-6254

Student Commons Area	994-6242
SFP Main Desk	994-2484
Campus Police	994-2121

**See Checkout Calendar for Open Days / Hours of Operation.**

**SFP STUDENT CONTRACT (Film/Photo/Grad)**  
*(v. f-13)*

**GENERAL USE POLICY**

The SFP facilities and gear are managed by Equipment Checkout Staff and Employees and available for SFP students, staff, and faculty only. SFP students check out equipment **exclusively** for work on projects to complete course credit. Students are encouraged to familiarize themselves with equipment outside of assigned projects and lab times if they remain within the Checkout lobby/hallway.

For actual instruction on how to use equipment or perform specific lab or dark room tasks and/or functions please make arrangements to meet with the appropriate faculty member.

This document is a legally binding contract, which holds the user financially responsible for either the cost of repair or replacement of damaged or missing gear valued under \$1000, or the cost of the insurance deductible (\$1000). Unpaid charges for late returns, loss or damage of equipment will be reported to the Business Office.

**\*IMPORTANT NOTE:** Students are solely responsible for knowing and understanding the contents within this document.

**All students enrolled in any course requiring any SFP gear, lab, or classroom use MUST complete, sign and turn in the Student Contract portion at the end of this document before they can begin any checkout process.**

## **PARKING**

It is UNIVERSITY POLICY that vehicles may be parked outside in the Checkout loading area for up to 20 minutes **only IF** Campus Police are notified (994-2121). Use of this area is only for loading/unloading gear, sets, and or supplies. Checkout is aware that 20 minutes is not long enough for extremely large packages coming or going. Go through your gear and inspect it for damage and /or operability before you bring your vehicle around to the loading area. Then Load/unload gear and move the vehicle out of the loading area.

## **THEFT**

**Report immediately to MSU Campus Police (994-2121) and to Equipment Checkout (994-6254). Failure to report thefts to appropriate law enforcement authorities may result in the student being charged for full replacement costs.** Safeguard and monitor your gear at all times in all buildings including the VCB Checkout Lobby, locked vehicles, etc...

## **COLD TEMPS**

Cameras, fluid head tripods, lights and other fragile equipment (all electronics, lenses, etc.) stored in extreme cold or hot conditions adversely affect the working order of the equipment and can severely damage it. Whenever a large temperature change occurs and the gear is not in active use, condensation builds up on the inside and outside of equipment, which frequently leads to its failure. Please deal with this cautiously by slowly warming/cooling the equipment and wiping down any and all metal parts and pieces with WD-40.

As a general rule, 75% of both spring and fall semesters are too cold at night to store equipment in a vehicle, trunk, or unheated garage. Take this into consideration when deciding how much gear you are taking out as **Checkout WILL CHARGE A \$25.00 COLD FEE** for gear coming in very cold to the touch. **Brand new AF-100 kits will be a \$50.00 fine all by itself.** The life of the equipment will be significantly shortened and will have to be replaced/repared more frequently. When planning your shoots, **plan your gear storage – or expect to pay the fines.**

## **CHECKOUT RECEIPTS ARE CONTRACTS**

Students are responsible for the return of EVERY piece of equipment taken out. When students accept and leave the building with equipment, they acknowledge that it is functioning and undamaged. **Students are responsible to make sure any damage is noted on the Checkout receipt when accepting the equipment.** Checkout will provide students with their own copy of the receipt upon request.

If your equipment arrives at Checkout already cleaned, organized, all accounted for, and in the condition it went out in, it may be noted on the student's account and/or to the Faculty Advisor.

Checkout reserves the right to inform instructors of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account. Student account notes often remain on an account until after graduation as a record of treatment of gear, staff, and fellow students.

Simply ignoring fines and/or fees because you don't need gear or a lab is bad business practice. Letting these go for a 2week period or more can result in Checkout Staff putting a hold on the student account with the Registrar's office until they have been addressed.

- **All students are responsible for maintaining the equipment while in their possession and are expected to return all kits in the same condition as they would like to receive it.**

## **RESERVATIONS: ALL SFP STUDENTS**

**All Gear and lab Reservations MUST be made in person at the appropriate Checkout Window (Film and Photo).** Only Checkout Staff or student employees can facilitate these reservations.

**ALL STUDENTS - WAIT while requests are logged into the computer or lab sheets before leaving the counter** unless a Checkout worker gives you the go-ahead to leave. When students simply drop off the reservation form and walk away, reservations risk getting lost in the paperwork shuffle and it will be the student's fault for not waiting.

The student filling out any gear or room reservation and signing off will be held financially responsible for cleaning, organizing, and fines or fees, regardless of who you send for gear or a room key.

**Most of the gear at Checkout is organized into specific kits. Our lenses and camera accessories are specifically for use with those kits. Checkout does not break up kits for use with other kits or student owned equipment.**

- It is the student's responsibility to go through every piece of equipment, inspecting and testing every item before they leave checkout with the gear. This step alone insures that a student does not end up in the field with wrong batteries, filters, adapters, etc...
- To ensure the most accurate order possible, students are required to initial every item listed on the receipt as they go through the gear and give it back to Checkout. **Take this opportunity to note WITH a Checkout Employee any "poor" condition details that have not already been noted on the sheet.**
- When students leave Checkout with equipment they acknowledge that it is fully functioning and undamaged aside from the notes on the checklist/receipt. Checkout will provide the student with their own copy of the receipt UPON REQUEST.
- Plan to pick up equipment outside of class, work and appointments. In order to ensure the most accurate orders possible, Checkout employees will not be rushed through any part of the process.

**BATTERIES:** Checkout does not provide/ sell AA, AAA, 9v or other standard batteries. Plan to provide these on your own.

- The Student is responsible for making sure all equipment is checked in and every item is accounted for. Rewrap cables, wipe down any gear that's gotten dirty, dusty, remove tape, etc... BEFORE handing it over the counter to Checkout employees. Employees are instructed to hand gear back to you if these basic housekeeping items have not been addressed.
- If your equipment arrives at Checkout already cleaned, organized, all accounted for, correctly packed, and in the condition it went out in, it may be noted on the student account and to the faculty advisor. This is how you manifest Gold stars and warm fuzzies with Checkout.
- Checkout reserves the right to inform instructors of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account. Student Account notes often remain on an account until long after graduation as a record of treatment of gear, staff, and fellow students.

## **RETURN GEAR ON TIME**

**When late or missing gear negatively impacts another project, the student will pay a 25.00 FSE fine.** Get to Checkout EARLY. When students sleep in, lines form, and **GEAR IS LATE IF YOU ARE STANDING IN LINE.**

## **DEADLINE EXTENSIONS**

Deadlines for equipment return can be extended **only in exceptional cases** and only when the request does not affect the scheduling needs of another student or class. Any exceptions must be requested through BOTH the Instructor and at least 1Checkout Staff member.

## **ADDITIONAL ITEMS AT CHECKOUT**

**FILM NRIs** - There are many items available at both Checkouts for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include cables, adapters, headphones, manuals, bounce cards, etc. These items may be taken out for a specified amount of production time or over the weekend with no reservation placed in advance.

**PHOTO NRIs** - There are also many items available at Photo Checkout for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include developing tanks, enlarger kits, etc.. for the time you are planning to be in the lab. Filters, clamps, and lens wraps are also considered NRIs and can be requested at any time to go into the field for a shoot.

**Please note that various adaptors to connect laptops to A/V set ups (also considered NRIs) are in HIGH demand and may or may not be available at any given time.** Checkout is not responsible for carrying adaptors or items for gear or laptops not specifically serviced or managed directly by Checkout. If you upgrade to a new laptop, hard drive etc... get the adaptors you need and test them well in advance of a pending presentation.

**EXPENDABLES** – Are available for sale TO ANYONE at Film Checkout, These include Gels, Diffusion, Gaff Tape, Canned Air, Photo Floods, China Balls, etc... and are available for purchase (list available at Checkout).

Plastic bottles for mixing chemicals can be purchased from Photo Checkout.

To make a purchase, a student picks up a Sales Receipt from Checkout, and then makes payment in full at the Main Desk. The Main Desk accepts **only cash or checks** and is open for purchases Monday through Friday 8:00 am - 12:00 pm and 1:00 pm - 4:45 pm.

Checkout does not stock film for purchase. Supplies cannot be refunded into cash or traded out for other supplies.

## **FACILITY USE**

### **CAT CARD READER**

The front entrance Cat Card Reader is for SFP PRODUCTION COURSE enrolled students, staff and faculty only. Cat Cards do not work immediately at the beginning of each semester.

Checkout communicates with Faculty and The Cat Card Reader Administrator to get accurate names and numbers of all Photo students and Film 112 and 212 students entered into the system within the 1<sup>st</sup> 2 weeks of EACH semester.

At the very latest, 6 weeks into each semester the reader should be operational for all production enrolled students. Should a student find that their Cat Card is not working and has legitimate need for access, he/she should contact the Assistant Technology Coordinator at Film Equipment Checkout at their earliest convenience.

#### **Reasons a Cat Card may not open the door:**

- It's too early in the semester.
- Fines or Holds exist on the student's account with the Registrar's Office.
- The student is only enrolled in non-production courses that do not require after-hours access to labs (Film/Photo Theory and/or history, Screenwriting, etc...).
- The semester has ended.

#### **MORE ON FACILITY USE**

- You must come to the window to reserve a room or station for future use; we do not make these over the phone – EVER.
- Room keys are EXORBITANTLY EXPENSIVE to replace when lost. It requires facilities services to re-key the room and they currently charge \$80.00/hour. Students who lose any room key will be charged FULL COST OF REPLACEMENT.
- **Checkout may revoke the lab use privileges of any student with food or drink in any lab or edit bay for a full semester.**
- Bringing alcohol into any campus building is strictly against University policy unless pre-approved by the appropriate authorities and in conjunction with a special event such as a colloquium. Don't do it, the consequences are excruciating.

#### **FACILITY USE OVER BREAKS**

Generally, winter and summer breaks are the only “uninterrupted” time Checkout has to correct program compatibility issues in labs and other facilities. Between summer courses and workshops, these facilities could be in any state of disrepair and are not automatically available. Students may inquire with Checkout as to the status of these facilities. **Keep in mind these stations are for SFP COURSE ASSIGNMENTS ONLY. When courses are not in session we assume ALL ASSIGNMENTS ARE COMPLETE.**

**100-200 level and 1st yr Grad assignments** have specific kits or packages assigned to each class project by the instructor from within the Fair Use Policy. The only other equipment available with these packages are NRIs; you may not use gear outside of these parameters. These reservations do not require the Faculty signature because every student of the class is expected to use the same equipment and this information will have been set up in the equipment checkout computer system ahead of time.

\*\*(Some 300-400 level and 2<sup>nd</sup> yr Grad assignments may also fall under the above system depending on how the Instructor has chosen to set up the assignment with Checkout.)

**300-400 level ugrads and 2<sup>nd</sup>-3<sup>rd</sup> yr Grad Students with creative control over their gear choices**, must also **completely** fill out a **Gear Reservation Form** (available at Checkout) but **WITH your instructor**. Turn this form in to Checkout and **wait while it is logged into the computer before leaving the counter**. In the event there is a problem with your account/reservation and someone is not here to communicate with Checkout, your gear may not get reserved or fines and fees may have accrued on your account that you forgot about. **These reservations will not be accepted if not entirely complete - including the faculty portion.**

Depending on the Instructor's parameters, every project is assigned a limited date range within which each student will be expected to complete their field work. Each course/assignment will be allotted a specific number of production day(s). Plan accordingly.

For all individual and group projects and/or student crews, the "Producer" is responsible for all gear checked out on a shoot. They are Checkout's contact and point person. Others in the group will be allowed to check out and sign for equipment **ONLY if specified by the Producer to Checkout employees in advance**. The Producer will be held responsible for any damages, late fees, etc. It is up to the Producer to insure that proper contractual agreements have been made with the crew and all personnel to safeguard themselves from total cost of damages and fines should they occur.

The SFP equipment is sufficient to fulfill class requirements. In the event students choose to rent gear or use personally owned gear in addition to school gear, students should find a way to insure this gear on their own.

## **FINES AND FEES**

### **Late fees:**

**Every 1 item kit (i.e. battery, cable, room key, etc.) is \$1.00 per day.**

**Every 2 item kit (headphone/bag) is \$2.00 per day.**

**Each 3 or more item kit (i.e.: camera package or light kit) is a \$5.00 per day charge.**

**Students will pay a \$25 cleaning fee FOR EACH AND EVERY KIT still requiring cleaning and/or repacking when turned over to Checkout. This includes dirty/gaffed/unorganized or improperly coiled equipment. If you must, clean it in the lobby before handing it through the window.**

When a student returns gear late and it has prevented another student's reservation from being carried out in the normal fashion (without having to sub other kits or go without completely), the late student will be charged a **\$25 FSE fee IN ADDITION to the fees listed above.**

When a student incurs fines/fees and has not made arrangements for them to be taken care of within 2 weeks Checkout may exercise the option to inform the instructor and place a HOLD on their account with the registrar's office. Students will **NOT** be able to make reservations or check out equipment until all fines have been paid in full. Only the Technology Coordinator or Assistant can remove holds. Holds can only be removed during normal business hours Monday through Friday 8 am to 4:30 pm.

To pay a fine or make a purchase, you will pick up a Sales Receipt from Checkout, then go to the Main Desk and pay the amount in full. The Main Desk accepts cash or checks and is open for transactions Monday through Friday 8:00 am – 12:00 pm and 1:00 pm – 4:45 pm. Once the payment is made, bring the receipt to Checkout to receive expendables or have fines cleared.

## **BROKEN EQUIPMENT DURING THE SHOOT**

If equipment breaks or malfunctions during the shoot please make a **LEGIBLE DETAILED NOTE** regarding

the malfunction, return it to its case(s) and return the entire kit to Checkout with the rest of your gear. Please note that the individual components of camera kits, light kits, grip kits, etc. must be kept together for returning. Return **the entire kit** if you wish to try to get a replacement before production ends (i.e. don't return a microphone from an entire Sound kit). Checkout will make every attempt to arrange for a suitable replacement.

## **REPLACING LOST OR BROKEN ITEMS**

Students are held financially accountable for negligence, lost

and/or broken items. Students are no longer given the option of

replacing an item(s) on their own.

**Checkout will give the Student 7 business days to locate lost item(s) AND pay the fines/fees associated with the item(s).**

In the event an item has not been located the student will be given an additional 7 business days to pay the replacement fee plus S&H charges. In the event the charges exceed 100.00 payment arrangements can be made.

## **LATE FINES/FEES WILL STILL BE EXPECTED TO BE PAID IN BOTH INSTANCES.**

Checkout will keep a price list of broken or lost items. In the event an item is broken or missing that is not represented on that list, Checkout will contact the student within 48 hours as to the expected replacement or repair costs.

When an item is broken, the student will be given 7 business days from the time they have been informed of the amount to pay the expected repair or replacement costs.

In the event 7 business days pass and the student has not taken care of these charges or worked out a payment plan with Checkout, the Instructor advising the course involved will be notified of the infraction. If the issue has still not been cleared 2 weeks before the end of the semester, a "hold" will be put on the student's account with the Registrar's office.

If an item is lost or missing when returning gear and it is found later... **DO NOT JUST LEAVE ITEMS ON THE COUNTER AND RUN!** The item should be handed directly preferably to an upper level classman Checkout worker or staff. Familiarize yourself with who works at Checkout.