

CENTRAL MEDIA LAB EQUIPMENT LENDING POLICIES & AGREEMENT

The Central Media Lab provides equipment loan services to all students, staff and AIRs at the Art Academy. Although there is no charge for the use of any Academy-owned equipment, students are expected to treat equipment entrusted to them with the utmost responsibility and care. Other than normally expected wear and tear, the student will be held responsible for the full cost of lost or damaged equipment. **We do not loan out equipment to be used for Forum shows, the Degree show, or any off-campus shows. This is considered unattended use.**

Terms of Equipment Loan:

- Students must be currently enrolled at Cranbrook Academy of Art.
- All equipment may be checked out for three (3) days, with the exception of high use equipment (DSLR cameras, lenses, short throw projectors). This is subject to change.
- Extended loans of any equipment will be allowed only with prior permission from the Central Media Lab Management. Reservations for extended periods or holiday breaks will be considered on a proposal basis.
- It is the student's responsibility to only accept equipment in proper working condition from the Equipment Cage. Check the contents of the package against the Connect2 list, or check with Management staff.
 - If you received equipment that is damaged or missing parts, notify Management as soon as you can to avoid being charged for repair/replacement.
- Should equipment become faulty for any reason while in the student's charge, absolutely no attempt should be made by the student to repair it. If faulty, immediately return the equipment to the Central Media Lab.
- Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the Central Media Lab, even to the next user in line.
- It is essential that equipment be returned to the Equipment Cage on time. Reserved equipment must also be picked up on time or your reservation will automatically cancel and go to someone else.
- Equipment sign-out privileges may be revoked at any time due to careless handling of equipment, repeated lateness, or abuse of Equipment Cage policy. For example: unattended equipment is considered careless handling.

Lost or Damaged Equipment:

- The borrower is responsible for returning all equipment in the same condition as received.
- The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair.
- The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment that is returned in damaged condition.
- Costs assessed against the borrower will be treated as any other debt owed to the Academy. Failure to pay as required may result in loss of privileges & benefits, including the withholding or granting of degree.