By signing this form I agree to all of the rules of the EDM/Photo Equipment Check-out service.

I understand that failure to comply with these rules will result in my being prohibited from borrowing equipment and/or from having a lab account in EDM or Photo labs.

This prohibition, depending on the number and severity of rules infringements, will result in either a two-week suspension, suspension for the semester, or permanent suspension of any future use of EDM/Photo equipment for the duration of my time at CCNY.

Suspension of privileges from Check-out follows a ‘two strikes’ and ‘three strikes’ policy. After two strikes, the student is barred from check-out for two weeks; after three strikes, privileges are suspended for the rest of the semester. Once a student has three strikes, if a further incident occurs, all lab account and check-out privileges are permanently suspended, with no appeal.

Normally, my checkout-periods will be respected, but I understand that the EDM/Photo Check-out service retains the right to ask for the return of equipment in 48 hours, regardless of the original check-out period.

I understand that failure to return equipment on demand will result in future privileges being permanently suspended.

I [first and last name] ____________________________ [cell #] __________________________

agree to the following:

• I will not use equipment that I am not familiar with or for which I never received training.
• I understand the two and three strikes rule, and realize my privileges can be suspended permanently.
• I am responsible for all the equipment I use and will replace or pay the full cost of anything I damage.
• I will report any malfunctioning or damaged equipment immediately to the CLTs.
• I will not attempt to fix equipment for my own check-out equipment or that of another student.
• I certify that equipment borrowed is for my own course use and will not be used by anyone else.
• I will not lend this equipment to another person, either in or out of the EDM/Photo areas.
• I will follow all other rules posted concerning equipment and checkout.
• I will respect and follow the instruction of professors, CLTs and lab monitors in the DOC and labs.
• I understand I cannot check out the same equipment more than two times consecutively.