Equipment Checkout Policies

Moody College of Communication Equipment Checkout Policies
Revised: 09-11-19

1.0 Users

1.1 Equipment checkout services are allowed for currently appointed/enrolled Moody College of Communication faculty, staff, and student use only. Priority access of equipment will be given first to students, followed by faculty and staff.

1.1.1 Undergraduate student use of equipment must be related to specific Moody College of Communication coursework.

1.1.1.1 A Moody College faculty member or TA/AI's authorization is required for classes which have not been pre-authorized. Authorization requests can be submitted via email (moody-checkout@austin.utexas.edu) for review. Independent study and/or internship courses are not eligible for equipment use.

1.1.2 Graduate student use of equipment must be related to specific Moody College of Communication coursework and/or research.

1.1.3 Faculty use of equipment must be related to specific Moody College of Communication coursework, research and/or annual reports.

1.1.4 Staff use of equipment must be related to specific Moody College of Communication activities, events and responsibilities.

2.0 Length/Size of Reservation

2.1 Users who reserve their equipment at least 24 hours in advance using the Usher system may keep the equipment for a maximum of 7 days.

2.2 Users who prefer that equipment checkout staff reserve equipment for them and/or reserve equipment with less than 24 hours' notice may keep the equipment for a maximum of 3 days.

2.2.1 Walk-in reservations cannot exceed 10 items.

2.2.2 Reservations of 10 items or more must be scheduled at least 24 hours in advance with a full-time staff member.

2.2.2.1 Scheduled time is contingent on room availability.

2.2.2.2 Reservations made without a corresponding appointment time may be subject to cancellation or rescheduling and are not eligible for “additions” at the time of checkout.

2.3 Reservation extensions (1X max, up to 3 days) are allowed, but not guaranteed.

2.3.1 Only reservations under 10 items can be extended.

2.3.2 Extensions can be requested in person at the time equipment is due, with all equipment present.

2.3.3 Extensions will not be granted once equipment is late.

2.4 All equipment must be returned to the checkout desk from which it was picked up.

3.0 Late Equipment

3.1 Users will be penalized on a per checkout basis for returning equipment late. A “checkout” may include one or more reservations returning at the same date & time. Penalties are as follows:

3.1.1 1st Offense – Warning

3.1.2 2nd Offense – 2-week suspension

3.1.3 3rd Offense – 3-week suspension, and

3.1.3.1 Moody College faculty member of corresponding class must email an acknowledgement of notification of suspended status to moody-checkout@austin.utexas.edu.

3.1.4 4th Offense – Semester-long suspension

3.1.4.1 Semester-long suspensions remain in place until the 1st class day of the next semester.

3.1.4.2 Two or more semester-long suspensions may result in permanent suspension of equipment checkout privileges.

3.2 In addition to the above penalties, late fines will be applied for late items.

3.2.1 The late fine is $0.25 per hour per item.

3.2.2 A grace period of up to one hour may be given depending on the circumstance.

3.2.3 Late fines are calculated 24/7 even when equipment checkout is closed.
3.3 Equipment not returned within 48 hours will be assumed lost. After 48 hours, a financial bar may be placed on the user’s “What I Owe” account for the full replacement cost of all unreturned equipment and the user may be referred to Student Judicial Services for Scholastic Dishonesty.

4.0 Cancellations/No-Show Policy

4.1 Cancellations may be made via email (moody-college@austin.utexas.edu) or phone (512) 471-6565.

4.2 Users will be penalized on a per checkout basis for failure to cancel reservations (See 3.1 above).

4.2.1 Reservations under 10 items require notice of cancellation at least 1 hour ahead of reservation time.

4.2.2 Reservations over 10 items require notice of cancellation at least 24 hours ahead of reservation time.

5.0 Abandoned/Unattended Equipment

5.1 Abandoned/unattended equipment may constitute a penalty under the structure in section 3.1 above.

6.0 Missing/Broken Equipment

6.1 Users will be penalized on a per checkout basis for returning equipment missing components or broken. A “checkout” may include one or more reservations returning at the same date & time. Penalties are as follows:

6.1.1 1st Offense – Suspended until paid

6.1.2 2nd Offense – Suspended until paid

6.1.3 3rd Offense – Suspended until paid

6.1.4 4th Offense – Semester-long suspension

6.2 Checkout privileges will be revoked until full compensation for replacement/repair has been made.

6.2.1 Users are responsible for the FULL amount of repair or equivalent replacement (new, comparable model) of lost, damaged or stolen items.

6.2.2 Equipment Checkout will be responsible for purchasing all replacement items and facilitating all repairs.

6.2.3 Users who damage equipment while attempting repairs, upgrades or cleanings may be required to pay to replace the item.

6.2.4 Damage includes concealed or unreported damage discovered after return.

6.3 Users will be given 48 hours to return missing equipment, after which full replacement cost for missing items and applicable late fines will be billed to their “What I Owe” account.

6.4 Refunds will not be given for lost/missing equipment, even if the item is later found.

6.5 Suspended patrons are NOT allowed to be a group member on reservations.

7.0 Hazardous Use (Approval Required)

7.1 Sand or Dust

7.2 At heights (such as rooftops, ladders, etc.)

7.3 In, on or around Water

7.4 Extreme Cold/Extreme Heat

7.5 High Humidity

7.6 Explosives/Fire

7.7 Car Mounted/Horseback

8.0 Fake Weapons (Approval Required)

8.1 Weapons approval form must be submitted at least 10 days in advance

8.1.1 Off Campus: Keefe Boerner, keefe.boerner@austin.utexas.edu, CMA 3.104

8.1.1.1 Keefe will advise which other parties need to be contacted

8.1.2 On Campus: Wanda Brune- Office of the Dean of Students, SSB 4.104, Campus Mail Code A5800, Fax 475-7942

8.1.2.1 UT Police will be notified

8.2 Approval letter must be kept on set during production.

8.3 Fake weapons users must have this document before checking out equipment.
9.0 **Real Weapons**

9.1 Never allowed in ANY UT projects.

10.0 **User Responsibilities**

10.1 Project information must be included in each request for equipment.

10.2 Count, inspect and test all equipment before leaving equipment checkout. Once users leave equipment checkout, they are financially responsible for any damage or missing pieces (even if they didn’t use that piece of equipment).

10.3 Be sure that any damage or missing pieces are noted on the loan agreement form before leaving equipment checkout to avoid assuming responsibility for prior damage.

10.4 Return the equipment in good condition: equipment should be clean and free of tape or other residue, cables should be properly coiled and secured with the fastener provided.

10.5 Users are responsible for any damage due to their use of generators.

10.6 Users are expected to be present during their check-in.

11.0 **Equipment Insurance**

11.1 Equipment Replacement

11.1.1 $2500 deductible (amount you must pay before the insurance company will pay a claim).

11.1.2 If equipment is stolen from you, file a police report with the proper law enforcement agency within 24 hours. Also report the loss to Equipment Checkout within 24 hours to begin the insurance claim process.

11.1.3 Equipment loss due to negligence or lack of due diligence will not be covered.

11.1.4 Equipment stolen from a vehicle will not be covered.

12.0 **Travel with Equipment**

12.1 Travel for RTF productions must be approved in advance.

12.2 For airline travel, equipment must be carry-on luggage only and not checked baggage.

12.3 International travel will be permitted by petition only.

13.0 **Liability**

13.1 University of Texas at Austin, its governing board, officers, employees and representatives are not responsible for damages, injuries, losses, claims or liability of any kind or nature whatsoever, including legal expenses arising from the use or operation of the equipment.

14.0 **Violation of Policies**

14.1 Violation of any of these policies may result in permanent suspension of equipment checkout privileges.