

Equipment Checkout Guidelines, Responsibilities, Terms of Use

Updated July 2010

Purpose:

The Department of Music provides checkout equipment to Department of Music Graduate and Undergraduate Majors to support participation in performance, course work, and other music activities.

Request Process:

Department of Music Checkout Equipment must be requested using the on-line request form (available through the intranet: Forms). Checkout requests must be submitted 3 business days in advance. If the requested equipment will be used off-campus, then a Request for Department Resources form must be completed (also available through intranet)

Priority:

1. The First priority for assigning checkout equipment is to support required Department of Music performance activities.
2. Second to provide support for non-performance Department of Music instruction.
3. Third is to support general academic program music activities for Department of Music Students.

Duration:

Checkout and Return times are as follows:

Checkout:	Monday, Wednesday, Friday	1:00p – 3:00p
Return:	Monday, Wednesday, Friday	10:00a – 12:00p

Longer duration loans can be made with special arrangement at the discretion of the Department of Music. Extended checkout requests must be accompanied by a completed Request for Departmental Resources

All equipment is subject to recall to meet Department of Music needs, and cooperation sharing equipment with other users is encouraged (e.g. for multiple performances on the weekends).

Eligibility:

Checkout of Department of Music equipment is at the discretion of the Department of Music. The priority of the equipment's intended use, the needs of the Department of Music for support of other activities, the degree of expertise required to properly operate the equipment, and the previous history of reliable use, are all factors weighed in making the decision to checkout equipment to a specific user.

Responsibility:

The equipment user assumes the following responsibilities.

- A. Responsible for the security and operation of the equipment.
- B. Responsible for returning the equipment to the Department of Music Facilities Assistant, or liaison, at the agreed time and date.
- C. Responsible to report any damage or malfunction of the equipment to the Department of Music.

While the Department of Music understands that equipment will break or malfunction when subjected to normal use, the user may be held financially responsible for deliberate or negligent equipment damage.

Failure to abide by the guidelines may result in loss of future equipment check out privileges!