**Rules for Equipment**

* Return to class from all shoots ***AT LEAST 8MINUTES*** before the end of the class period. Failure to return a piece of equipment 5 minutes prior to end of class period is considered a major offense and will have consequences.
* All equipment (piece by piece) must be ***CHECKED OUT*** and ***CHECKED IN*** to the Teacher or Production Assistant when conducting a video shoot on or off campus. This is “CHECK” time and is a VITAL process.
* **ANY DAMAGES OR MISSING PIECES MUST BE REPORTED DURING CHECK-IN.** Failure to follow this rule and/or abuse, neglect, or carelessness with equipment will result in possible **loss of PRIVILEGES**
* All departures must be handled through the Teacher or Production Assistant. A detailed list of your destination(s) must be written down before you leave. All shoots must be pre-approved by the instructor before leaving.
* **LABEL** all items completely and return them to their appropriate storage area. Any lost items such as any video equipment; DVDs, SD Cards, etc. are your **RESPONSIBILITY**.
* Make sure your cameras securely attached to the tripod if you are using one.
* Do not leave or place the camera where it may be knocked over or bumped.
* Keep an eye on your camera all the time it is in you possession. This is especially important in public. These cameras are small and can be taken quickly, unfortunately, it happens.
* If the camera is damaged in any way while you are using it, let me know immediately, do not go into the TV/video repair business.
* All equipment must be transported in the proper case or compartment for each item, not carried by hand or tossed into a bag. Failure to follow this rule will result in definite expulsion from this department. All members checking out the equipment are responsible for its safe return.
* All broadcast media equipment belongs to the department and is assigned for **school use only**. Do not use school equipment for personal use. (NO weddings, vacation use, or birthdays!)
* Only VIDEO PRODUCTION students are permitted to operate the equipment. Do not let anyone else touch the departments’ equipment. **If they break it, you pay for it.** They can take the class if they want to have access to it.

**Loss of privileges may include:**

* **inability to leave room& will have to complete an alternate assignment**
* **discipline referral**
* **payment for lost or damaged items**
* **parent/teacher conference**

**REPLACEMENT PRICES FOR EQUIPMENT**

**$5-$8000 (PRICES VARY)**