

THE COLLEGE OF NEW JERSEY AUDIO, FILM, LIGHTING, AND VIDEO AGREEMENT FOR USE OF EQUIPMENT

I, (Print Name) _____, and The College of New Jersey, agree to the following terms regarding lab use and/or borrowing Audio, Film, Lighting, and Video equipment from The College:

1. The College is allowing me to use the following lab equipment or portable media production equipment belonging for the strict purpose of academic projects.
2. I am permitted to use the equipment described above beginning on 01/23/2017 ending on 05/5/2017.
3. I shall use this equipment only for the purpose of completing assignments for classes in which I am enrolled. I understand that any commercial or purely personal use of this equipment or allowing use by another person is not permitted and may result in my inability to use The College's equipment in the future.
4. The College is allowing me to use the equipment at no cost to me. However, I am assuming full financial responsibility for the equipment. The College, therefore, shall have the right to bill me for the repair or replacement cost of this equipment caused through loss, misuse, or negligence.
 - a. This shall include, but not be limited to, loss of parts and accessories as well as major pieces of equipment, damage from droppage or rough handling, and damage by weather when proper protection measures were not taken.
 - b. For lost equipment, or equipment damaged beyond practical repair, I may be billed for replacement cost of the exact model or its nearest current equivalent.
 - c. The College shall determine whether the equipment will be repaired or replaced and will have the sole right to determine my financial responsibility based upon the cost of such repair or replacement.
 - d. The College shall not hold me responsible for any routine wear and tear of the equipment or any manufacturing defect or normal equipment malfunction.
 - e. Circumstances may arise in which the damage or loss of the equipment while in my use is due to an unforeseeable event outside of my control, such as theft or an Act of God. If I believe that damage or loss was due to an unforeseeable event, especially in the case of any theft of equipment, the burden of proof that reasonable precautions were made to secure the safety of the equipment shall rest with me. I acknowledge that TCNJ shall have the final authority to decide whether the precautions I made were indeed reasonable and to determine the extent of my financial responsibility in light of the circumstances. In cases of theft, a copy of the police report are required.

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AGREEMENT FOR USE OF EQUIPMENT (Continued)

5. The College shall also have the right to assess fees of \$100 per day for late return of equipment in addition to the restrictions outlined on the SOAC equipment website.
6. I understand that any costs or fees assessed to me under this agreement will be collected through the Office of Student Accounts and that grades, transcripts, etc. may be withheld until such fees are paid in full pursuant to policies of The College regarding unpaid accounts.

Name (please print): _____

Student ID#: _____

Signature: _____

Today's Date: _____

TCNJ E-mail: _____

Telephone: _____

Course name: _____

Course # & Section: _____

Semester/ Year: _____

Course Instructor: _____

Please have your instructor file in below::

Instructor Name (please print): _____

Signature: _____

Today's Date: _____