

Photography Department  
**EQUIPMENT CHECKOUT**

Fall 2017

To check out any equipment you must be currently enrolled in a photo class and have paid the \$60.00 equipment usage fee (see "Explanation of fees" on the back of this handout). If you wish to use any lab, darkroom, or digital facilities you must be currently enrolled in a photo class and have paid **both** the \$60.00 equipment usage and the \$40.00 material usage fees (see "Explanation of fees" on the back of this handout).

Darkroom equipment (enlarging lenses, easels, etc.) must remain in the building. 20 mins before the end of each lab, all work must stop and the white lights will come on. 15 mins before the end of lab, all darkroom equipment must be returned and work areas cleaned up. Everyone must be out 10 mins before the end of lab.

**CAMERA EQUIPMENT CHECKOUT SCHEDULE**

	<b>CHECK-OUT</b>	<b>RETURN</b>
<b>MONDAY</b>	<b>10:00am</b>	<b>Tuesday NO LATER THAN 9:00pm</b>
<b>TUESDAY</b>	<b>6:00am</b>	<b>Wednesday NO LATER THAN 5:30pm</b>
<b>WEDNESDAY</b>	<b>6:00am</b>	<b>Wednesday NO LATER THAN 5:30pm</b>
<b>THURSDAY</b>	<b>6:00am</b>	<b>Monday NO LATER THAN 7:00pm</b>
<b>FRIDAY</b>	<b>6:00am</b>	<b>Monday NO LATER THAN 7:00pm</b>
<b>SATURDAY</b>	<b>Closed</b>	<b>Closed</b>

**LATE EQUIPMENT FINES**

Students returning any equipment late will be fined. Late fines are as follows:

Less than \$1000.00 in equipment-\$10.00 per day

More than \$1000.00 in equipment-\$20.00 per day

All fines must be paid at the Bursars Office where you must present a green Bursar's Form (issued at the equipment checkout counter). You then **MUST** return to the equipment checkout counter and present proof of payment before the fine is lifted.

Students will be given one extension per semester.

The extension cannot be used in place of a late fine.