

**NEW ENGLAND SCHOOL OF COMMUNICATIONS  
EQUIPMENT DISTRIBUTION CENTER  
992-4932**

**POLICIES AND PROCEDURES/CONTRACT**

The Equipment Distribution Center (EDC) at The New England School of Communications loans students equipment and facilities to use to fulfill class assignments. Normal operating hours of the EDC are:

- Monday through Friday **8:00am-9:30am; 11:30-1:00pm;  
4:00pm-6:00pm; and 9:00-11:00pm.**
- Saturday & Sunday **2:00pm-4:00pm, and 9:00pm-11:00pm.**

On Sunday **ALL EQUIPMENT** is due back in the EDC by 4:00pm, so that we can do a full weekly inventory, but can be taken back out at 9:00pm. This EXCLUDES photography gear.

The EDC staff is available for assistance with any equipment problems you may have. Please notify the staff immediately of any equipment difficulties. At the beginning of each semester, students wishing to use equipment and facilities must fill out and sign the Equipment and Facility Use Contract, that your instructor will hand out to you. By signing this form, you are agreeing to abide by the policies and procedures. **Therefore, it is your responsibility to read, understand, remember, and comply with these policies.**

**GENERAL LENDING PROCEDURES**

Only New England School of Communications and Husson University students enrolled in approved production courses and with authorization from the course instructors, may borrow equipment or use facilities. Individuals may not sign out equipment for other people and equipment may not be loaned to other people. Students will have access to signing out equipment three (3) months after their graduation date starting during the times the EDC is staffed (i.e. during the fall and spring semesters). Approval to sign out equipment will be based upon a proposal made to a faculty member that follows the NESCom Production process for supervision of the use of the equipment.

**EQUIPMENT SIGN OUT SHEETS**

You are required to read carefully and sign an Equipment Sign-out Sheet each time you borrow equipment / facilities. If you would like a copy of the sign-out sheet, please request one. You are responsible for all items listed on the form until the borrowed equipment is returned to the EDC and checked by a staff member.

It is your responsibility to immediately inspect all equipment in the checkout area, BEFORE leaving returning it to the EDC. **Please verify that the equipment is working, completely intact, and exactly as listed on the Sign Out Sheet. You are responsible for all of the equipment you sign for.**

Please return all equipment packed in the same way that you borrowed it. If you find anything unusual, missing, extra, or not working, please report it to the EDC **before leaving the EDC area**. Please return all equipment in proper condition and **ON TIME**.

If a problem arises with the equipment during use, you are required to tag the equipment with a note citing the nature of the problem and its location. Please be as detailed and complete as possible regarding the problem and inform an EDC staff member or an instructor immediately.

**DO NOT** attempt any repairs on equipment or facilities yourself. Unreported damage subsequently discovered will result in financial liability to the student. **Abuse of the equipment will result in a penalty and possibly permanent revocation of borrowing privileges from the EDC.**

### **SIGN OUT PERIODS**

Certain pieces of equipment and facility spaces have special sign-out periods and restrictions. Holiday schedules for sign out periods will differ. Please be clear of the date your equipment is due back before you leave the EDC. **It is your responsibility** to look at the sign out sheet and verify when your rental period ends - failure to do so will result in a penalty with a late return.

### **PRODUCTION EQUIPMENT SIGN-OUT**

Only field equipment may leave the property of the New England School of Communications and Husson University. An individual shall sign for the equipment and he or she will be solely financially responsible. Video equipment is allowed to be signed out usually for 24 hours, BUT this is not always the case. Please remember to **CHECK** your sign out sheet for the time that your equipment is due back! Advanced level workshop classes differ and are run on a case-by-case basis with authorization by the instructor. These times are **STRICTLY** observed. All equipment, with the exception of photography gear, that is signed out is due back Sunday afternoon before 4:00pm.

### **RESERVATIONS**

Students are encouraged to reserve equipment and facilities in advance of pick up or use. The following rules are structured to assure that all students have equitable access to the equipment and facilities. Reservations **must be done in person** and not on the telephone. Reservations may extend no further than two weeks from the current day, except for advanced level workshop students. Consecutive periods of time with the same equipment or facilities may not be reserved. Reservations are held for a 1/2 hour and after that time, they will be cancelled and the equipment or facilities reserved will be made available for other students.

### **PENALTIES**

Due to the limited amount of equipment and facilities, an equitable rotation among students must be maintained. Proper use and timely return by everyone is essential. It is therefore necessary to enforce the following penalty system:

Students will have to pay a fine of \$20 per shift for the following:

- Late return of equipment anything over 5 minutes (equipment may be returned early)

Students will have to pay a fine of \$20 (or more money based upon damage) for the following:

- Misuse of facilities which are specifically reserved (for example, abuse of edit systems, eating or drinking, or smoking in the facility)

Students might lose all borrowing privileges for the **rest of the semester** (permanent, in the severest cases) for the following:

- A third offense warranting a fine.
- Any misuse of equipment or facilities which seriously impedes the future use of the equipment or facilities by other students.

### **LATE FEE Explanation:**

- ***\$20 / Per EDC Shift***

If you return equipment late to the EDC, you will be charged a \$20 late fee for EACH shift that it is late (including the one it is due back in even if you are only 5 minutes late). This accrues until the equipment is completely returned and checked by an employee of the EDC.

Example: You have a pair of headphones that are due back at 12:00 pm. You miss that time and return them at 4pm. This situation will incur a \$40 fine (\$20 for the shift they were due back and \$20 for the shift they were returned).

- Late/damage fees are payable by cash or check written to (Husson University).
- Any personal checks that are returned from the bank due to insufficient funds will result in a \$25.00 fee.
- Late fees will continue to accrue up to the replacement value of late equipment.
- Addendums and updates to this document will be posted at the EDC and administrative offices for distribution to faculty and students.

**Students with financial holds will be prevented from registering for classes, receiving grades, or graduating.**

### **LOST, STOLEN, OR DAMAGED EQUIPMENT**

Equipment and/or facilities that a student has signed for and that are then lost, stolen, or damaged will result in the following:

- Financial obligation for the student for the cost of the equipment.
- Immediate revocation of borrowing privileges until the student arranges to reimburse the University.
- Permanent withholding of transcripts until the University is reimbursed by the student.

### **The Borrower's Responsibility for Equipment Includes:**

**1. Checking equipment immediately** to determine that it is complete, and in proper physical and working order. Failure to do so at check-out time will result in

the borrower's assumption of financial obligation for costs of repair and/or replacement of missing or damaged equipment or parts.

**2. Returning equipment within the time frame assigned, complete, and in working order.** Failure to do so will result in penalties, which may include loss of borrowing privileges and/or other financial obligations.

**3. Reporting any problems** or operational anomalies to the EDC staff immediately.

**4. Signing in agreement to the Policies & Procedures.** By signing the student Equipment Contract, students are agreeing to the New England School of Communications and EDC Policies and Procedures.