

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

**POLICIES AND PROCEDURES/CONTRACT**

The Equipment Distribution Center at The New England School of Communications provides students with equipment and facilities, on loan from the college, with which students fulfill class assignments. Normal operating hours of the Equipment Distribution Center are Monday through Friday **8:00am-1:00am**. Saturday & Sunday **10:00am-1:00am**.

On Sunday **ALL EQUIPMENT** is due back in the EDC by **10:45am**, so that we can do a full weekly inventory, but can be taken back out at **2:00pm**. This **EXCLUDES** photography gear.

Our staff is available for assistance with any equipment problems you may have. Please notify the staff immediately of any equipment difficulties. At the start 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 & Husson University students enrolled in approved production courses, having 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.

**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 it, please request one, but one should be emailed to your Husson email address. You are responsible for all items listed on the form, until borrowed equipment is returned to the EDC and checked by a staff member. (This may happen when the gear is returned, OR if the EDC is busy, it may happen when the shift slows down).

It is your responsibility to immediately inspect all equipment in the checkout area, **BEFORE** leaving with it. Verify that the equipment is working, completely intact, & exactly as listed on the Sign Out Sheet.

## **You are responsible for the equipment you sign for and to know when it is due back.**

Notice how the equipment is packed, you must return it the same way. Immediately report anything unusual, missing, extra, or not working **before leaving the EDC area**. 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. Be as detailed and complete as possible & inform an EDC staff member or an instructor immediately.

Please 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, or in permanent revocation of borrowing privileges.**

### **SIGN OUT PERIODS**

In general, certain pieces of equipment and facility spaces have special sign-out periods and restrictions, & holiday schedules will differ. Be sure of your due-back time & date before you leave the EDC, IT IS YOUR responsibility to know and verify when your rental period ends, failure to do so will result in penalty.

### **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 will be solely financially responsible. Video equipment rotations usually run for 24 hours, BUT this is not always the case, remember to **CHECK** your sign out sheet for the time that your equipment is due back! Advanced level workshop classes differ, and run on a case-by-case basis and with authorization by the instructor. These times are **STRICTLY** observed. All equipment that is signed out is due back Sunday afternoon before 10:45am, ***there will be no exceptions to this rule, as we do an inventory on everything for a couple of hours.***

### **RESERVATIONS**

Students are encouraged to reserve equipment and facilities ahead of time. The following rules are structured to assure that all students have access to the equipment and facilities. Reservations may extend no further than two weeks from the current day, except for advanced level workshop students. Consecutive

Periods may not be reserved. Reservations are held for 1/2 hour, after that time, are cancelled and made available for other students.

## **PENALTIES**

Because of 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 ANY of the following:

- Late return of equipment anything over 5 minutes, however equipment may be returned as early as you would like (You will not be held accountable if you are waiting in line).
- Misuse of facilities (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 gross misuse of equipment or facilities, especially that which seriously impedes the use of the equipment or facilities by other students.

### **LATE FEE Explanation:**

***\$20 /and another \$20 for every 6 hours your equipment is out.***

If you return equipment late to the EDC, you will be charged a \$20 late fee and an additional \$20 for every 6 hours the equipment is not returned, hours we are not open will not be counted. This accrues until the equipment is completely returned and checked by an employee of the EDC.

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.

Example: You have a pair of headphones that are due back at Noon, you miss that shift and bring them back at 7pm...that is a \$40 fine (\$20 for being late and \$20 for bring more than 6 hours late returning them).

**Students with financial holds will be placed on hold in the Registrar's office, which may prevent students from registering for classes, receiving grades, or graduating.**

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

Equipment/facilities that a student has signed for, which are then lost, stolen, or damaged incur the following:

- Financial obligation for the cost of the equipment.
- Immediate revocation of borrowing privileges until the student arranges to reimburse the college.
- Permanent withholding of grades until the college 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 equipment or parts.
- 2. Returning equipment within the time frame assigned, complete, and in proper physical and working order.** Failure to do so will result in penalties, which may include loss of borrowing privileges and/or rental or other financial obligations.
- 3. Reporting any problems** or operational anomalies to the staff immediately.
- 4. Agreement to the Policies & Procedures Contract.** By signing the student Equipment Contract, Students are agreeing to The New England School of Communications and EDC Policies and Procedures.