

# CSUN JOURNALISM DEPARTMENT EQUIPMENT CHECKOUT FORM

Before signing, please read these conditions:

- Equipment is only available to students currently enrolled in the Journalism Department, for assignments given in journalism classes.
- All equipment must be returned by the date stipulated, in good,working condition. The student agrees to repair or replace any equipment that becomes broken, lost or stolen in his/her care (this must be done the semester the equipment is used).
- Failure to reimburse the Journalism Department will lead to an incomplete grade which automatically becomes an F. If reimbursement is made the semester the equipment is checked out, the grade will be changed to the one the student earned.
- If the equipment was lent to a team of students, everyone on that team is held responsible for the conditions stipulated in this agreement.
- This agreement applies to: still or video cameras, audio recorders, cables, wires, batteries, carrying cases, bags, tripods, microphones, instructional booklets, electrical chargers and other accessories.
- Equipment checkout may be renewed depending on availability. If another student needs the same equipment, then it must be returned.

**Student name** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Course name:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Equipment borrowed:** \_\_\_\_\_

\_\_\_\_\_

**Serial #** \_\_\_\_\_

**Checkout date** \_\_\_\_\_

**Due date for return** \_\_\_\_\_

**Returned to** \_\_\_\_\_ **Date** \_\_\_\_\_