

MacGregor Video Equipment Contract

Policy Validity

- House video equipment shall be made available to all tax-paying residents of MacGregor under the terms in this contract.
- This contract needs to be completed by a resident only once per school year. The signed form shall be stored in the Student Office.
- This contract becomes void (outstanding fines excluded) at the beginning of each school year and must be completed again for renewed certification.
- Current copies of this policy shall be available on the MacGregor website.
- The mailing list of certified residents will be reset at the start of every school year.
- The mailing list of certified residents shall be used to inform certified residents of any changes to equipment policies that affect the contract agreement.

Check Outs

- Video or digital camera equipment may be checked out, free of charge, for a period of 96 hours to certified HouseComm members and 48 hours to other certified residents.
- Residents must provide their own DV tapes (JVC cam) and "AA" batteries (Nikon cam).
- Only one piece of equipment may be checked out to any single resident at any time.
- Certification means that the either the President, Vice President, or Social Chair reviews this document with the borrower, reviews proper use of the equipment, and adds the resident's name to a current email list of certified residents (*mac-equipment@mit.edu*).
- All checked out equipment should be thoroughly inspected for damage and/or missing parts and accessories. If there is a problem, or if the equipment is not working properly, notify the leaser before equipment is removed from the storage place.
- Only the President, Vice President, and Social chair may lend out equipment. The leaser shall email the Executive Board (*mac-exec@mit.edu*) with: the name of the borrower, room/contact number, equipment checked out, and the expected return arrangements (return to whom, where, and when).

Reservations

- Only previously certified residents may reserve equipment (no "first timer" reservations)
- Equipment may be reserved up to four weeks in advance of the check out time.
- Advance reservations may be made by emailing the President only.
- HouseComm members have priority when recording House events.

Returns

- Equipment is expected to be returned in the same condition it was checked out. This means: all equipment should be returned in its case and with all accessories, in neat and proper order, all cables should be coiled and tied, all surfaces should be clear of tape, and absolutely no equipment will be accepted if it is wet or dirty!
- The borrower is responsible for the checked out equipment. If a piece of equipment is stolen, lost, or returned damaged, broken, or with missing parts, he or she will be held personally financially liable and will be billed accordingly. (The full replacement cost is \$600 for Nikon camera and \$900 for JVC DV Cam)

- To avoid unintentional damage, a resident should NEVER lend equipment to anyone else.

Renewals

- To renew a piece of video equipment, the borrower may send a request to *mac-exec@mit.edu* at least 24 hours before the due date, and wait for confirmation.
- If the renewal request is denied, or simply not confirmed, the equipment must be brought back at the previously agreed time. If the equipment is not queued for reservation, it may be renewed.

Late Equipment and Fines

- If equipment is returned later than the agreed return date, the resident will be required to pay a fine before he or she may check out equipment in the future.
- The amount of the fine shall be \$15.00 per day, each day the equipment is overdue. The fines shall remain on record until paid.
- If equipment is not returned after 10 days beyond the agreed (or renewed) due date. The equipment shall be considered lost and a full replacement cost will be assessed.
- Equipment should NEVER be left unattended. If someone locates and returns abandoned equipment, the current borrower will be charged a \$50.00 personal fine.

Malfunctioning or Broken Equipment

- Let *mac-exec@mit.edu* know as soon as possible!! The sooner the House knows about broken or malfunctioning equipment, the sooner we can get it fixed.
- Judged deliberate abuse will always incur a charge at full replacement value, regardless of the age or condition of the damaged equipment. It is also grounds for full loss of checkout privileges.

The borrower completely agrees to full liability of checked out MacGregor House equipment in accordance with all terms detailed above, for the remainder of the current school year.

Certified Resident

Date

Witness of Certification

Date