

ENVS Camera Checkout Policy

Instructor(s): Professor Maxwell Boykoff, Professor Beth Osnes
Spring 2019

Student Name _____

Student ID# _____

Environmental Studies students have funded video and photography equipment for the program to be used in a variety of ENVS courses. Equipment is only available to students currently enrolled in ENVS courses for the specific needs of that course. All media equipment is stored in the Sustainability, Energy and Environment Community (SEEC) Building on east campus and is managed by the program Office Manager.

SEEC ---- 4001 Discovery Drive ----Room S101---

Office Manager: Angela Jimenez (angela.jimenez@colorado.edu) RM S113

Hours of operation are Monday – Friday 8:30am – 4:30pm.

Students must check out and return equipment to an ENVS Staff Member during these hours

Please contact the ENVS office ahead of time to ensure equipment is available and to make a reservation. Reservations will be taken in person, via email and over the phone. No reservations left over the answering machine will be accepted.

****Give yourself enough time in advance to get equipment before any project is due****

Selected Equipment Checkout Procedures: Please Initial next to each statement:

_____ The maximum checkout duration is 3 days. The weekend counts as 1 day. Failure to return equipment –with all the accessories – to an ENVS Staff member (e.g. leaving it on the ENVS main desk) will result in a loss of check out privileges for the remainder of the semester.

_____ Failing twice to return the equipment on-time will result in a loss of checkout privileges for the remainder of the semester.

_____ The equipment is not to be left at home, in a car or locker, but is to be returned to the office after 3 days. If the student does not return to school, for whatever reason, it still needs to be returned on time.

_____ I understand that equipment must be returned in working order with all accessories, and it is my responsibility to check the equipment prior to turning it in.

_____ The photography equipment is not to be used by anyone other than the student who checked it out.

_____ While checked out under my name, the equipment and accessories are my responsibility. If lost, stolen, or damaged, I will pay for the repair and/or replacement of the equipment in a timely manner. *

_____ I understand if equipment is not returned that I will not receive a final grade for the class— an “incomplete” grade will be notated until equipment is returned or paid for.

By signing below, I certify that I have read and agree to the information and regulations on this page. My initials represent my signature and create a legally binding contract between the ENVS Program and myself.

Signature

**** Please bring this form to the ENVS Office when you check out your equipment*****