**COMM & RTVF STOCK ROOM POLICY**

(01\_26\_15)

Only students currently registered in COMM/RTVF production classes are allowed to use the equipment, and only the equipment they have been trained to use in their classes. Equipment is allocated according to the specific requirements of each COMM/RTVF production course. Not all equipment is available to all students. Students requesting equipment not normally available to their classes must obtain written permission from their instructors. Even then, the Stock Room personnel will fulfill such requests only as long as they do not conflict with the production needs of other courses.

* Use of any and all equipment is a privilege, not a right. It is conditional with compliance with all rules and policies of the Stock Room. Failure to comply with these conditions may result the in loss of privileges.
* Only students **currently registered in COMM/RTVF production** classes are allowed to rent equipment.
* Students must present a CSUF “Titan Card” each time they rent equipment.
* Online stockroom equipment reservations can be made at the following URL:

<http://apps.fullerton.edu/CommEquipmentReservation/>

* To make reservations, students have to go online and place a reservation for the equipment within the digital reservation system. Reservations may be made up to 2 weeks in advance. Reservations must be made at least 24 hours in advance. Every reservation is confirmed via e-mail.
* The ability to reserve equipment is dependent on class level and type of equipment being requested. Walk-in requests may be accommodated depending on equipment availability during the walk-in rental times. If equipment is reserved, and not picked up by 4pm on the date requested, it will be put back into the active inventory and made available for walk-ins.
* The student whose name appears on the reservation must pick up the equipment himself or herself. No exceptions.
* Students can have someone else return their equipment; however, no one may pick up equipment for another student.
* It is the students’ responsibility to make sure that the equipment they check out is in working order **BEFORE** leaving the Stock room area. Therefore, all students should schedule an appropriate amount of time to test each piece of equipment each time they pick up equipment. **All equipment listed under the student’s name is the responsibility of that student.** Fines will be assessed for lost or damaged equipment. **STUDENTS SHOULD NOT LEAVE THE CHECK OUT ROOM UNTIL THEY VERIFY THAT ALL ITEMS ARE CORRECT.**
* Equipment is considered **“late”** if it is not returned during **return hours** on the due date. Equipment not returned on time will be the subject to a **fine**, which increases with the length of tardiness.

**Late Return fees:**

Equipment worth less than $1,000 $20 per day

Equipment worth more than $1,000 $50 per day

**(Students will have a hold placed on their account until the fee is paid.)**

* All late, broken or missing equipment fees must be paid in full at the Student Financial Services, University Hall 180 or online through the student’s portal. The ability to obtain equipment will be blocked until the fee is paid in full. Fees are carried over from one semester to the next. **The student MUST bring the receipt** from Financial Services to the Stockroom in order for the hold to be removed.
* Equipment rental times can only be extended by signing on to the stockroom reservation website, and clicking the “Extend” button. **Extensions can only be made once per rental period and only if the equipment is available at that time. Extensions cannot be made after the equipment is due.**
* Equipment can be returned early during the “checkout” times, but you must wait for all students to finish checking out before you can return equipment. Equipment reservations can be picked up during the “return” times, but you must wait until all students waiting to return have been processed.

**STOCK ROOM HOURS**

**Return Hours:** Monday – Friday 10am-1pm.

**Pick-up Hours**: Monday – Friday 2pm-5pm.

(The Stockroom closes between 1pm-2pm everyday)

 **The stockroom is closed Saturday, Sunday & all school holidays**

(It is not possible to Return or Pick-up equipment outside of the scheduled times.)

* Loan Period is 3 days (except weekends):
	+ Monday to Wednesday
	+ Tuesday to Thursday
	+ Wednesday to Friday
	+ Thursday to **Monday**
	+ Friday to **Monday**
* Students must report any equipment failure or problems to the Stock Room manager or student assistant immediately.
* NO equipment may be used for classes outside the RTVF/COMM Department production curriculum. RTVF/COMM equipment may NOT be used for personal or commercial projects. Violators will be subject to disciplinary action such as indicated in the California State University Fullerton Student Handbook.
* **CONTACT INFO**

Matt Roberts: RTVF/COMM technician

Matt’s Office: PLS-69A

Equipment Stock Room: PLS-67

Stock Room Phone: (657) 278-2989

Matt’s Office Phone: (657) 278-8128

COMM Stockroom Email:CommStockroom@fullerton.edu

RTVF Stockroom Email: RTVFStockroom@fullerton.edu

Matt’s email: MeRoberts@Fullerton.edu

Stockroom Reservation Site: http://apps.fullerton.edu/CommEquipmentReservation/

**By renting equipment from the stockroom, the student acknowledges that he/she is aware of all the policies listed above, is familiar with the late return fee policy and agrees to all the terms herein.**