**Camera Checkout Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the parent/guardian of the above named student, understand and accept the following:

*Please initial next to each statement.*

\_\_\_\_\_ I grant permission to check out photography equipment for use during school as well as after school hours.

\_\_\_\_\_ Equipment must be returned in the same condition it was in when checked out. The student will be present when equipment is inspected prior to being released to them. With this understanding, **I accept full responsibility for the replacement and/or repair of any equipment that might be damaged, lost, or stolen.**

\_\_\_\_\_ I understand that a fair estimate for any repairs will be given by an authorized camera repair and/or dealership and these repairs will be paid by the student or family.

\_\_\_\_\_ It is the responsibility of the student to return to the advisor the equipment the following day or the first day after the weekend or holiday. The equipment is not to be left at home, in a car, or locker, but is to be returned to the appointed place prior to the student’s first class. If the student down not return to school, for whatever reason, it still needs to be returned on time.

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

**May May Not** check out this equipment:

□ □ DSLR, estimated replacement $700

□ □ Point & Shoot digital camera, estimated replacement $200

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number for Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email for Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Camera Checkout Conditions**

Failure to comply with any of the following will result in immediate revocation of equipment usage rights.

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked it out. All equipment will be verified to be in good working order upon checkout.
3. All equipment must be checked and signed out by your advisor and then checked and signed in by your advisor.
4. The camera checkout form must be used for each camera borrowed and must be signed by person taking responsibility for the equipment in front of the instructor.
5. You must know how to use the camera.
6. All camera neck/wrist straps must be used at all times to prevent dropping the equipment. Never carry a camera without the neck/wrist strap around your neck/wrist. This is a common mistake that results in costly repairs.
7. Never attempt to repair equipment yourself and never remove any parts.
8. Do not get water, beverages, crumbs, etc. on the camera. Keep these things far away from it at all times.
9. Always keep the lens cap on when not in use.
10. Do not let anyone else use the equipment other than you. You are responsible for any damage, regardless of who does it.
11. Camera must be in your immediate possession at all times. Do not leave equipment in lockers or vehicles.
12. All equipment is checked out on a daily basis. You must return it the following school day, prior to your first class. If you are ill or not coming to school on the day it is to be returned, it is still your responsibility to get it back on time.

If you cannot follow these terms, or will not be able to afford to repair or replace the equipment, don’t check it out. If you violate the terms of this contract, you will lose the privilege of checking out equipment.

I, the undersigned, agree to the above terms for use and checkout of the photography equipment.

Print Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_