



## School of Music Equipment Access and Use Policy

DePaul University School of Music (SOM) equipment is intended for use in SOM related assignments, projects or performances. Students may not use SOM equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise. Students may not request financial compensation for work using SOM equipment.

Access to General Equipment Inventory (“non-advanced” cameras, general audio, projectors)

- Designated equipment is available to **currently enrolled** SOM students, active FT/PT staff, and active FT/PT faculty.
- Equipment is available to SOM students for SOM-related assignments, classwork, auditions, recitals, concerts and approved independent projects only.
- Equipment is available for pickup and drop-off during the School of Music Technology Office hours (M-F 8:30am – 4:30pm)

### Equipment Reservation

- Students wishing to reserve equipment must fill out a Technology Request Form (<https://music.depaul.edu/resources/technology-office/Pages/technology%20request.aspx>)

**The request must be submitted at least two business days before the requested day.**

- Students may only have 1 open transaction (reservations or active check outs) at a time.
- Students are suspended from reservation and check out of all equipment and space until any outstanding fines are paid.

## Period of Loan

- The standard period of loan from the SOM Technology Office is 3 days/2 nights.
  - Equipment checked out on a Monday is due Wednesday.
  - Equipment checked out on Tuesday is due Thursday.
  - Equipment checked out on Wednesday is due Friday.
  - Equipment checked out on Thursday are due Monday.
  - Equipment checked out on Friday are due Tuesday.
- The SOM Technology Office is closed on Saturdays and Sundays.
  - Equipment checked out on Thursday or Friday will be due the following week.
- Longer periods of loan may be accommodated by special request. Decisions will be made based on classroom needs, equipment needs, scheduling needs, equipment requested, and length of request.
- During Spring Break, no period of loan can be longer than 11 calendar days (one week, bookended by two weekends).
- During December Intersession and Summer Session, no period of loan can be longer than 18 calendar days (two weeks, bookended by two weekends).

## Reservation Cancellations

- Students must contact the School of Music Technology Office in advance to cancel reservations.
- If an individual does not cancel a reservation for equipment by noon the day before the scheduled pickup date, they will be **fined \$25.00**.

## Pick Up and Responsibility for Equipment

- Equipment is available for pickup during the School of Music Technology Office hours (M-F 8:30am – 4:30pm).
- Reserved equipment must be picked up on the first day of the reservation period. Any equipment not picked up on the first day will be made available to other students.
- The individual listed on the reservation must be present to pick up and return equipment. Equipment will not be released to or accepted from others.
- The individual listed on the reservation will be the only person held responsible for any late fines or repair and replacement fees.

- The individual checking out equipment must inspect all packages to confirm that all items and parts are present and in working condition. Please allow ample time. Any issues must be reported to the Technology Office immediately.
- The individual will be responsible for any damage discovered after equipment is removed from the Technology Office.

### Equipment Return and Penalties for Late Return

- Equipment is available for pickup during the School of Music Technology Office hours (M-F 8:30am – 4:30pm).
- Equipment must be returned in its entirety at the return time listed on the check-out record.
- Equipment must be returned clean, well packed, and fully functional. Technology Office staff will inspect and test equipment.
- Any missing or damaged items will be reported via email to the individual listed on the check-out record.
- Any items or component parts missing upon return will be billed to the student. Please see heading below, *Missing and Damaged Equipment*, for details.
- The repair costs for any item found damaged will be billed to the student. Please see heading below, *Missing and Damaged Equipment*, for details.
- At the discretion of the Technology Manager, individuals may be assessed a **\$25 cleaning fee** for equipment returned dirty or so poorly packed as to be dangerous to the equipment.
- Extension requests will not be accepted.
- Fines for overdue equipment are billed at **\$50 per day**.
- A **\$25 discount** will be applied if the equipment is returned within 1 hour of the deadline.
- Fines are incurred immediately at the time due. Individuals not in line to return equipment at the designated time will be considered late, without exception. A minute past the due time is late.

- At 14 days overdue, outstanding equipment will be treated as a theft and both DePaul Public Safety and the Chicago Police Department will be notified.
- The maximum penalty for late return is **\$700 (14-day late fine)**, or the current cost of the item plus a 25% restocking fee, whichever is less.
- If an individual is more than 1 day late more than twice in a quarter, access to equipment is suspended for the duration of the quarter.
- Access to equipment will be suspended until all outstanding fines are paid.

### Missing and Damaged Equipment

- If an item or part of an item is not in the package at the time of return, the individual listed on the checkout record will be held responsible for its replacement.
- The individual will be given 7 days to find and return the missing item(s). Late penalties will apply to individuals who return missing items within the 7-day period.
- After 7 days, the individual will be billed by the School of Music for the replacement cost of the item(s). The individual will have 14 days from the date of billing to make payment.
- Failure to make payment within 14 days of billing will result in the suspension of the individual's equipment access until the debt is paid in full.
- If an item is damaged while in the individual's possession for any reason, the individual will be held responsible for the repair costs. The repair provider will be selected solely at the discretion of the Technology manager.
- The individual will be notified of the repair costs as soon as an estimate is acquired from the repair provider. The individual must make payment within 14 days of notification. Failure to do so will result in the suspension of the individual's equipment access until the debt is paid in full.
- If the total amount of the replacement or repair costs is **greater than \$100**, the individual may request an installment-based repayment plan. Terms of the repayment plans will be determined by the checkout center manager on a case-by-case basis, based upon the amount, the individual's expected graduate date, and previous record of mistreatment of equipment.

Repeated violation of the above rules and regulations or repeated mistreatment of equipment may result in penalization up to and including temporary or permanent suspensions of check out privileges as determined by School of Music Staff and Faculty.

The chart below details the estimated maximum replacement cost for each class of equipment should it need to be replaced due to theft or damage.

Equipment	Replacement Cost
Sony SD Camera	Up to \$400
Sony HD Camera	Up to \$600
Canon HD Camera	Up to \$600
Projector	Up to \$800
Tripod	Up to \$100
Adapters (power or AV)	Up to \$50

### Acceptance of Terms

I accept responsibility for the equipment entrusted to me for the period of time between borrowing the equipment and returning it to the Technology Office. I am responsible for the repair or replacement of the equipment if it is damaged, lost or stolen.

I will return the equipment to the Technology Office by the date and time noted in the Technology Request Form.

I understand and accept these terms and my signature is my acknowledgement that I will abide by this agreement.

By typing your First and Last name in the **Technology Request Form** (screen capture below), you certify that you have read and understand the above policy along with the consequences with not adhering to the policy.

Type your First and Last name to certify that you have read and accepted the terms of the loaner policy. \*