Equipment Checkout Policies Spring 2015
Production Operations | 113 Kleinpell Fine Arts | (715) 425-4265 | The Cage | The TV Studio

The Cage Hours (equipment can only be checked out during the following hours)
Monday - Friday: 9 a.m. - 12 p.m. + 2 p.m. - 5 p.m.

Access:
- Equipment is solely for students currently enrolled in DFT or ART Photography courses.
- Reservations are highly recommended and can be made up to two weeks in advance.
  Reservations must be made in person.
- Equipment may only be checked out for 24 hours Monday – Friday, but can be checked out over the weekend from Friday – Monday.
- You will only have access to the gear that's available to the specific course you're enrolled in.
- Only YOU can pick up or return equipment that you have checked out. No one else may return your gear.
- After returning equipment, you must wait 24 hours before checking gear out again.

Late Returns:
- Returning equipment late will result in a $15.00 fine for every business day the equipment is past due.
- A hold will be placed on your grades until the equipment is returned.
- If, during the course of a semester, you return items late three separate times, you will no longer have access to checkout gear from The Cage in Production Operations.

Responsibility:
- You are financially responsible for the equipment. Treat this equipment like it is your own. That means making sure all of the parts and accessories are accounted for as well as returning equipment clean and properly stowed in its bag or case. The minimum fee for damaged or lost gear is $30.00.
- There is a limited amount of gear available for everyone taking production courses. Please be mindful of others when handling the equipment and returning it on time. A camera that is late could impact your fellow students.
- Before you go out into the field, it is your responsibility to make sure your gear is in proper working order. It is recommended that you check and test your equipment before leaving The Cage.
- NEVER leave gear unattended. Always keep equipment in sight while shooting or filming.
- NEVER leave gear in your vehicle overnight or for any extended period of time unattended.
- There will be times when returning gear on time is not possible, from weather to personal reasons. If that is the case, please call Production Operations and let the staff know what is happening.