**FlipVideo Contract**

Please read the contract terms carefully:

- FlipVideos are to be used for Construction Management related activities ONLY. They are not to be used as your personal video device.
- The item(s) must be inspected upon receipt and any damage noted. Failure to inspect the item(s) may result in fines for pre-existing damage.
- FlipVideos must be returned with all components complete and intact: Lanyard, Bag, and Protective Covering.
- FlipVideos are checked out for (7) seven days at a time and will need to be returned by the (8\textsuperscript{th}) eighth day.
  e.g. Devices checked out on a Monday must be returned by the following Monday.
- The borrower is responsible for any and all damage occurring to the unit or its components during the checkout period.
- All data should be removed prior to returning the device.
- The CM department is not responsible for any damage done to your computer when using this device.

**Fines/Fees:**

- **Late Fee**- There is a $10/week late fee for each Flip Video kept in excess of (8) eight days. The fine will commence on the (9\textsuperscript{th}) ninth day and will be recalculated every (7) seven days.
- **Damages**- There is a $200 fine for any lost or damaged Flip Video Camcorder. Since these devices are not easily repaired, the fine will apply to minor damage as well as total unit destruction. Fines for lost or damaged accessories (Lanyard, Bag, Protective Cover) will be determined on a case-by-case basis.

- Failure to pay fines or fees will result on a hold being placed on the student’s account.

- A user manual is available on the CM department website under the student equipment tab: [http://www.construction.calpoly.edu/current/student-equipment.html](http://www.construction.calpoly.edu/current/student-equipment.html)