Audio and video equipment is provided to Cal Poly Journalism students to enhance the educational experience of those wishing to learn the profession. The equipment can be expensive and highly specialized. As such, the equipment must be cared for and used properly.

“Take care of the equipment... the equipment will take care of you!!”

The following procedures must be observed in order to ensure all students that are granted access to the equipment are treated with fairness and respect.

The students agree that the equipment assigned to them and checked out through the Journalism Department will not be used for criminal activities or to commit torts (civil wrongs). Students further agree that they bear personal and financial responsibility for the proper and appropriate use of the equipment and that it is returned in neat and orderly condition and in a timely fashion.

If students do not agree to the following rules and terms, they are free to purchase and use their own equipment to carry out class and lab assignments, as long as the equipment meets the minimum technical requirements and workflows as established by the department. Please note that the students, not Journalism technical staff, assumes all responsibilities for technical support of personal equipment.

The Journalism Department’s Broadcast Specialist must receive this form before any university owned equipment may be checked out by any student.

Access, Responsibility and Security

1. Only those students who are officially enrolled in a class requiring this equipment, or are designated by faculty with approved note (which can be obtained from appropriate faculty), may be granted authorized access to the equipment.
2. The equipment is to be returned on the date and time designated. Failure to do so may affect the schedules of other students and programs and may affect future access to the equipment. Additionally, an academic hold will be placed on your records, and the equipment reported as stolen to the Dean of Students and the Judicial Office.
3. Journalism staff will be responsible for the inventory, maintenance and scheduled repair of department equipment when needed. Any problems with the equipment should be promptly reported so that the issue may be addressed as soon as possible.
4. Any damages or loss incurred to the equipment are the financial responsibility of the individual in whose name the equipment is checked out to. Keep this in mind if you share gear with another student, or have others help you out using department gear.
5. Equipment is to be kept in a secure place while in your possession.
6. Equipment is to be returned as it was assigned, with all accessories, cables, adapters and peripherals.
7. Equipment is to be returned in a clean and orderly condition.

BY SIGNING BELOW, I CERTIFY THAT I UNDERSTAND THE RESPONSIBILITIES REGARDING EQUIPMENT ACCESS, CARE AND SECURITY, AND ACCEPT THESE RESPONSIBILITIES WHEN CHECKING OUT EQUIPMENT

STUDENT NAME: _______________________________ E-Mail _____________________________@calpoly.edu

DATE: _______ day of ___________________________ 20________

SIGNATURE: ________________________________