

# Computational Arts Teaching Labs Equipment Loan Guidelines & Agreement

## The Art and Technology Learning Lab (ATLL) and the Transmedia Lab School of Arts, Media, Performance and Design, York University

The Computational Arts Teaching Labs facilities under the jurisdiction of the School of Arts, Media, Performance and Design maintain some equipment that may be borrowed for *course-related work*. Only students enrolled in Computational Arts courses may book equipment; booking privileges are not transferable to any other party for any reason. Breach of this regulation may result in penalties ranging from suspension of privileges to criminal prosecution. Before equipment is removed from the lab, the borrower must display proficiency in the use of the equipment and sign the Damage Collection Policy Waiver.

### **Care of Equipment:**

All equipment is checked to ensure that it is in proper working condition before being loaned out. Borrowers are responsible for taking proper care of the equipment while it is in their possession. Any problems, defects, or damage *must be reported in writing* to the lab technician or lab monitor upon return.

### **Equipment Insurance:**

All borrowers should be aware that the School of Arts, Media, Performance and Design insurance policy does not cover the equipment available outside of the computer facilities. Equipment must be closely watched at all times. Equipment should not be visible if left in a vehicle during the day, and equipment should never be left in a vehicle overnight. For their own protection, borrowers are encouraged to take out appropriate coverage under their personal insurance.

### **Damage Collection Policy Waiver:**

All students enrolled in Computational Arts course wishing to borrow any of the ATLL production equipment must sign a waiver the first time they borrow equipment from the lab. This waiver outlines procedures and policies regarding insurance, damage, loss or theft to equipment. Any unpaid damages incurred may be charged directly to their student accounts. For further information, please contact the Computational Arts Lab Technician.

### **Terms of Agreement:**

Students enrolled in a Computational Arts course wishing to book equipment must do so between Monday to Friday, 9am – 4pm. Equipment must be booked in advance in person at least 48 hours before it is picked up. Booked equipment may be picked up in the ATLL from the CA Technician between Monday to Friday, 1 – 4pm and kept overnight.

Equipment on loan must be returned in person to the CA Technician the following day by 10am. If equipment is taken out on a Friday afternoon, it must be returned the following Monday morning by 10am. In the event of a cancellation, students must give at least 24 hours notice from the date of their equipment booking.

**Late returns may result in the suspension of borrowing privileges.**

**Borrower Information:**

Full Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Course: \_\_\_\_\_ Course Director: \_\_\_\_\_

Pick Up Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

Qty.	Item Name/Description	Serial Number

By signing this loan agreement, I fully understand and agree to the Computational Arts Lab Equipment Loan Guidelines & Agreement.

\_\_\_\_\_

Name -

Signature -

Date