THE COLLEGE OF NEW JERSEY

AUDIO, LIGHTING, VIDEO AND STILL DSLR'S
AGREEMENT FOR USE OF EQUIPMENT

I, _______________________, and The College of New Jersey, agree to the following terms regarding the borrowing of various equipment from the College:

1. The College is allowing me to use equipment from the Equipment Cage belonging to the college.
2. I shall use this equipment only for the purpose of completing assignments for classes in which I am enrolled. I understand that any commercial or purely personal use of this equipment or use by another person is not permitted and may result in my inability to borrow the College's equipment in the future.
3. The College is allowing me to use the equipment at no charge. However, I am assuming full financial responsibility for it. The College, therefore, shall have the right to bill me for repair or replacement costs caused through loss, misuse, or negligence.

   a. This shall include, but not be limited to, loss of parts and accessories as well as major pieces of equipment, damage from droppage or rough handling, and damage by weather when improper protections have been taken.
   b. For lost equipment, or equipment damaged beyond practical repair, I may be billed for replacement cost of the exact model or its current replacement.
   c. The College shall determine whether the equipment will be repaired or replaced and will have the sole right to determine my financial responsibility based upon the cost of such repair or replacement.
   d. The College shall not hold me responsible for routine wear and tear of the equipment, or any manufacturing defect, or normal equipment malfunction.
   e. Circumstances may arise in which the damage or loss of the equipment while in my use is due to an unforeseeable event outside of my control, such as theft of an Act of God. If I believe that damage or loss was due to an unforeseeable event, especially in the case of any theft of equipment, the burden of proof that reasonable precautions were made to secure the safety of the equipment shall rest with me. I acknowledge that TCNJ shall have the final authority to decide whether the precautions I made were
f. Reasonable and to determine the extent of my financial responsibility in light of circumstances.

4. The College shall also have the right to assess fees of $10 per piece per day for late return of equipment, normal return is required within 24 hours.

5. I understand that any costs or fees assessed to me under this agreement will be collected through the Office of Student Accounts and that grades, transcripts, etc. may be withheld until such fees are paid in full pursuant to policies of the College regarding unpaid accounts.

Name (please print): _________________  Last 4 Digits of ID#: _____________

Signature: ___________________________  Today’s Date: _________________

E-mail (please print): _______________  Local Telephone: ________________

Course name: ________________________  Course Number & Section: ______

Semester/Year: ________________________  Course Instructor: ______________

FOR THE COLLEGE OF NEW JERSEY:

Professor’s Name (please print): ________________

Signature: ___________________________  Today’s Date: _________________