

Camera Checkout Contract

Instructor: Ms. Durkin
judithd@brookings.k12.or.us



Date _____

Student Name _____ ID # _____

I, _____ being the parent/guardian of the above named student, understand and accept the following:

Please initial next to each statement.

_____ I grant permission to check out photography equipment for use during school as well as after school hours.

_____ Equipment must be returned in the same condition it was in when checked out. The student will be present when equipment is inspected prior to being released to them. With this understanding, I accept full responsibility for the replacement and/or repair of any equipment that might be damaged, lost, or stolen.

_____ I understand that a fair estimate for any repairs will be given by an authorized camera repair and/or dealership and these repairs will be paid by the student or family.

_____ It is the responsibility of the student to return to the instructor the equipment the following day or the first day after the weekend or holiday. The equipment is not to be left at home, in a car or locker, but is to be returned to the appointed place prior to the student's first class. If the student does not return to school, for whatever reason, it still needs to be returned on time.

_____ The photography equipment is not to be used by anyone other than the student who checked it out.

Equipment

	DESCRIPTION	SERIAL #
	dSLR, <i>estimated</i> replacement: \$700-\$2500	
	extra battery, <i>estimated</i> replacement: \$30-200	
	battery charger, <i>estimated</i> replacement: \$60	
	lens, <i>estimated</i> replacement: up to \$3000	
	lens cap, <i>estimated</i> replacement: \$20	
	triPod, <i>estimated</i> replacement: up to \$600	
	camera bag, <i>estimated</i> replacement: \$30	
	SD memory card, <i>estimated</i> replacement: \$30	
	other	

PERMISSION MUST BE VERIFIED VIA PHONE CONTACT IN ADDITION TO RETURNING THIS FORM!!

Student Home Address _____

Student Home Phone _____

Student Email _____

Parent/Guardian Emails _____

Student Signature _____

Parent Signature _____

Contact Number for Parent _____

Prior to checking out a camera, permission from parent/guardian must be verified via phone by the instructor.

Date Verified _____

Verified With _____

BROOKINGS-HARBOR HIGH SCHOOL

Camera Checkout Conditions

1. Failure to comply with any of the following will result in immediate revocation of equipment usage rights.
2. You accept full responsibility for the safe and speedy return of the equipment.
3. Equipment must be returned in the same condition it was in when you checked it out. All equipment will be verified to be in good working order upon checkout.
4. All equipment must be checked and signed out by your instructor and then checked and signed by in by your instructor.
5. The Equipment Checkout Form must be used for each piece of equipment borrowed, and must be signed by the person taking responsibility for the equipment in front of the instructor.
6. You must know how to use the camera or other piece of equipment borrowed. A competency test may be required for the camera.
7. All camera neck/wrist straps must be used at all times to prevent dropping the equipment. Never carry a camera without the neck/wrist strap around your neck/wrist. This is a common mistake that results in costly repairs.
8. Never attempt to repair equipment yourself and never remove any parts.
9. Never use force to turn or wind any part on a camera.
10. Do not get water, beverages, dirt, or your lunch on the camera. Keep these things far away from it at all times.
11. Always keep the lens cap on when not in use.
12. Do not let anyone else use the equipment other than you. You are responsible for any damage, regardless of who does it.
13. Camera must be in your immediate possession at all times. Do not leave equipment in lockers or vehicles. If it gets lost or stolen, or damaged by the heat, it is your problem.
14. All equipment is checked out on a daily basis. You must return it the following school day, prior to your first class. If you are ill or not coming to school on the day it is to be returned, it is still your responsibility to get it back on time.
15. Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.

If you cannot follow these terms, or will not be able to afford to repair or replace the equipment, don't check it out.

If you violate the terms of this contract, you will lose the privilege of checking out equipment.

I, the undersigned, agree to the above terms for use and checkout of the photography equipment.

Print Student Name _____

Student Signature _____

Date _____ Class Period _____