

Wagner Multimedia Gear Policies

Procedures to check out equipment:

1. Sign up on the [Multimedia Gear Reservations spreadsheet](#). You may reserve two days per week. Friday reservations include the weekend and must be returned on Monday by 10 a.m.
2. Contact Angela Caruso (718/390-3192 or angela.caruso@wagner.edu) before you head to Main Hall to make sure she's there. Normal work hours are Monday - Friday, 9 a.m. - 4:00 p.m, with a break from 11 a.m. - 1 p.m.
3. Fill out gear checklist with the equipment that you're borrowing. Write down what day and time you will return the gear. Sign and leave this sheet with Angela.
4. When you return the equipment, get the gear checklist from Angela, check the items you're returning, and sign the sheet. Make sure all equipment is present and in good condition. All batteries are rechargeable and must be placed on chargers.

Policies

You are responsible for the equipment while it is signed out to you, and it is expected you treat it with the utmost care and concern. In the result of loss/theft/damage you are responsible for cooperating fully with an investigation according to Wagner policies and procedures. We will administer a late fee to your student account if gear is not returned at agreed time — \$10 per day, then \$5 for every day after. If equipment is not returned after two days late, we'll apply the full fee of equipment on your student account. This can be removed when the equipment is returned, but the late fee will remain. We'll add a messy fee of \$5-10 if kits are returned in disorder.

I understand these policies and procedures and agree to abide by them.

Student Signature

Date