

# Super Cage Equipment Borrowers Agreement

The Art Institute of Philadelphia (AIPH) loans equipment to its students for the purpose of practicing their chosen profession and furthering their education. AIPH will, from time to time, loan to the Borrower, identified by his/her signature on this Agreement, personal property, subject to all terms and conditions of this Agreement. The Borrower in consideration thereof acknowledges and agrees to the following terms:

## Inspection

The Borrower acknowledges that he will, prior to use, personally inspect equipment to be borrowed, deem it suitable for his needs and in good condition, and confirm that he understands its proper use. After the equipment has been checked out the borrower is responsible for the equipment and any damages that may occur. If an employee of the Cage has not been notified, prior to borrowing of a piece of equipment, of any damage, and, upon inspection, the employee or another potential borrower finds the equipment has been damaged or is found to be missing items, the full burden of the cost of repair or replacement will be on the Borrower.

## Hold Harmless Agreement

The Borrower agrees to assume the risk of, and hold AIPH harmless for, property damage and personal injuries caused by the equipment and/or arising out of The Borrowers negligence. The Borrower shall indemnify and hold AIPH harmless from any claims of third parties for loss, injury and damage to their persons and property arising out of The Borrower's possession, use, maintenance or return of equipment, including legal cost incurred in defense of such claims.

## Prohibited Uses

Equipment is loaned to students at The Art Institute of Philadelphia for the purpose of practicing for their chosen profession and furthering their education. **Use of equipment for employment, profit, or personal gain is strictly prohibited.**

## Return of Equipment

The Borrower shall return all of the Equipment to AIPH during regular business hours and during the appropriate time period, according to the Policies of the AIPH Cage, as published in the student handbook, and as included in this packet, in the condition and repair as when delivered to The Borrower, subject only to reasonable wear and tear. The Borrower shall be liable for all damages to or loss of the Equipment occurring because it was not returned within AIPH's regular business hours. Equipment returned during business hours, but later than the acceptable return time, as included in this packet, will be subject to a minimum fine of \$10. An additional five dollars (\$5.00) will be charged per every hour that equipment is kept beyond the initial due time. The total fine must be paid before the student checks out any more equipment, and before the completion of the current quarter. Should a student neglect to pay this fine, a hold will be placed on the student's account, and the fine will be handled through the accounting department. In extreme cases, as in malicious destruction of property, extreme negligence, or multiple occurrences of smaller problems and/or multiple late fines being charged, the student will be sent to the Dean of Students to get a pass before they will be allowed to borrow equipment again.

## Future Equipment Loan Reservation

Equipment may be reserved in advance, following these rules: 1.) The Borrower must email the cage manager with the Borrower's AIPH email account. Include the date you wish to borrow equipment, your full name, and an itemized list of equipment desired. 2.) Reservations are for weekend periods only. 3.) Equipment may be reserved for up to a maximum of one full week before the week in which the equipment will be borrowed. (ex-If you request equipment on a Monday of week 2, you may reserve that equipment for the Week 2 or Week 3 weekends.) 4.) It is the responsibility of the student to confirm their reservations. If you do not follow these rules, the Cage Manager and staff will not be responsible to hold the equipment. Equipment is reserved on a first come-first serve basis.

## Lab Use

Any Lab User who abuses his/her lab privileges will be subject to punishment by the Cage Manager, not to exceed a fine of \$25 and/or loss of lab privileges until cleared by the appropriate faculty or staff member. Such abuses are: 1) Absence from a lab that was signed out, without notification of the Cage. 2) Bringing food or drink into the lab. 3) Bringing unauthorized guests into the lab. 4) Mistreating the equipment or failing to clean lab after use. 5) Failure to sign in a lab and its corresponding computer station at the end of its use. Students must sign in at the Equipment Cage prior to use of a lab, and after using a lab. This constitutes checking out a lab card. You may only have a single lab signed out at a time. Failure to do so will result in a \$25 fine and temporary suspension of lab rights. **Students must leave the labs by the closing time of the Cage.** Only photo students are allowed in the digital darkroom.

## Theft

AIPH of its own discretion may report as stolen the personal property not returned according to published policies of the AIPH Cage or if conditions and circumstances indicate theft before that time. The Borrower agrees to pay for equipment (at the replacement cost when borrowed) for all types of theft or mysterious disappearance.

## Identity

You MUST have your ID and current schedule in order to sign out any equipment – NO ID + NO SCHEDULE = NO EQUIPMENT, NO EXCEPTIONS. No student may check out equipment or labs for another student or with another student's ID card. Attempts to do so will be looked at with strong suspicion. ID cards should never be shared. However, anyone may return equipment for a student. A student must check-in themselves in the case of labs.

## Changes to These Policies

All policy changes will be posted in the cage, and it is the responsibility of the borrower to keep current with these changes.

By filling in and signing below, I agree to all above terms and the terms of the attached Patron Responsibilities document.

PLEASE PRINT! THIS INFORMATION MUST BE TYPED INTO THE CAGE COMPUTER SYSTEM---LEGIBILITY IS NECESSARY!

(Please provide us with contact information that is relevant while you are attending The Art Institute. Please note if your phone number is found to be faulty, a block will be placed on your account until we receive an accurate phone number.)

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ Student #: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_ AIPH Dept: \_\_\_\_\_

Working Phone Number: \_\_\_\_\_ Student Email address: \_\_\_\_\_

Student Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 011110

## Schedule for Cage Equipment Returns, Reserves, etc.

### Cage Hours- *SUMMER 2011*:

Monday-Friday 7:30 am - 9:45 pm

Saturday 8:00 am -4:45 pm

Sunday 12:00 pm- 4:45 pm

Weeks 1 through 11

Holiday closures and/or hours to be posted around the cage.

### Cage Manager's Hours:

Monday – Friday 7:00 am - 4:00 pm

### Equipment Checkout/Return / Lab Times:

#### Overnight Checkout:

All overnight checkouts must occur after 7:30 am and be returned **BEFORE 8:00 AM** the next business day. (Ex.-Any equipment checked out on a Tuesday will be due before 8:00 AM Wednesday morning; Friday overnights must be back BEFORE 7:30 AM Monday)

#### Daily Use:

All equipment that is not eligible for overnight use must be returned **before** the close of the cage.

#### Labs:

All labs must be empty by 9:45pm during the business week, and 4:45pm on weekends. **No exceptions!**

**MEMORIZE THESE POLICIES & TIMES!**

# Patron Responsibilities

It is the responsibility of all patrons to verify the following checks before leaving the Cage with equipment to avoid being responsible for damaged equipment and or late fees.

- ✓ **Verify** Due date and time is correct on receipt
- ✓ **Verify** the receipt matches what you are taking
- ✓ **Verify** all equipment is in good physical condition
- ✓ **THOROUGHLY READ & VERIFY RECEIPT BEFORE YOU SIGN**

## What does a patron acknowledge when they sign the receipt?

- Students assume full responsibility for any damage to, or loss of, equipment checked out in their name.
- Students attest that they have been trained on the proper use and assume all liability associated with its operation.
- Students acknowledge that they will be the only individual using this equipment.
  - **GROUP PROJECTS**
    - Equipment cannot be checked out to more than one person at a time. The person in the group that checks out the equipment assumes responsibility for the care and security of that equipment.
- Students agree that the checked out equipment will be used exclusively for schoolwork.
- If you have reserved equipment for the weekend and do not need it you must cancel your reservation. By not taking equipment that you signed up for takes away the possibility for someone else to use it. Call the Cage at 215-405-6403 to cancel your weekend reservation. You will receive a fine of \$25 if you fail to cancel a weekend reservation.

## As a student how can I protect myself from getting charged for damaged equipment?

- ✓ Thoroughly check the physical condition of the equipment before you leave the counter.
- ✓ Treat the equipment like it is your own and use common sense. Don't leave equipment in a car overnight, don't expose the equipment to extreme conditions (heat or below freezing conditions), don't use the equipment in the rain, etc.
- ✓ Never leave equipment unattended.
- ✓ Never do a group project with a student if you are uncertain how they will treat the equipment.
- ✓ Point out any irregularities to the Cage personnel and have it documented on your receipt before leaving the Cage.

### **General responsibilities**

- All cameras, lights, mics, accessories, etc. must be in its proper carrying case correctly and all cables must be neatly wrapped.
- Lights need to be cooled off before packing them back into the case.
- All video & photo equipment is to be inspected when it is brought back to the Cage. While the equipment is being inspected the patron must wait at the counter while the Cage Staff Member inspects all of the equipment in case there is an issue. No equipment will be checked without the customer present. The equipment will be set aside and not checked in until the student returns to have their equipment checked.

### **STUDENT ID'S & SCHEDULE'S**

- A **current and valid** AIPH school ID and schedule must be presented before equipment is checked out to a student.
- Under no circumstances can any student pickup or checkout equipment or a lab card for another student. Students that checkout equipment or lab cards for another student for any reason will be suspended from all checkout services until further notice.

## **LATE FEES**

### **Why do we have late fees?**

- To ensure that the Cage has enough equipment to service students who need equipment for class time.
- You are **strongly advised** to review the DUE DATE AND TIME carefully at the time of checkout before you leave the counter.

### **What if I have a valid reason for being late?**

- We recognize that from time to time there are circumstances that are out of a customers control (Sickness, death in the family, flat tire, power went out and alarm clock didn't go off etc..). If you are a responsible student with a good standing with the Cage, you may ask the supervisor to appeal your fine.

### **How do I pay a late fee?**

- Late fees can be paid at the Accounting Dept on the 3<sup>rd</sup> floor between the hours of 8am – 5pm Monday - Friday. Fines may be paid in cash at the Cage after 5pm Monday – Friday and on weekends. Fines charged for late equipment cannot be added to a student's tuition account and cannot be paid with financial aid loan funds

### **What if I can't afford to pay a late fee?**

- Students are suspended from all checkout services in the Cage until late fees are paid. Any late fees of \$25 or higher must be paid in full before The Art Institute of Philadelphia will provide a graduating student with their diploma. The late fee hold with the registrar will stay on the student until the fee is paid.

**What if I don't agree with the late fee?**

- Talk to one of the Cage managers. Do not direct your complaints to student employees.
- If you cannot resolve an issue with the Cage managers, or you are not satisfied with their decision, a student has the right to appeal the decision. You may schedule an appeal appointment with Rob Crites (Academic Director of Photography) and request an appeal form from the Cage manager.
- Lack of a signature on the borrower's agreement does not prevent late charges from being assessed. Acceptance of the equipment at the time of checkout is acceptance of all checkout policies including possible late fees that may be incurred.

**SUSPENSION FROM CHECKOUT SERVICES**

- Any student checking out equipment for another student that is on denial or suspended from checking out equipment will be suspended from using the Cage until disciplinary actions, through the Academic Department, have been made.

**CONDUCT POLICIES**

- All students that come to the Cage for assistance or equipment **must** observe the following conduct policies.
- If you use profanity towards a Cage employee in any way, the Cage employees have full authority to refuse service and eject you from the Cage. Should this happen, you will be placed on denial and suspended from using the Cage. You will need clearance from the Dean of Academic Affairs before the suspension can be lifted.
- At no time is a patron ever to cut in line at the Cage. If a patron cuts in line they will be subject to no less than a \$25.00 Denial Fee and be ejected from the Cage.
- All students **must follow** the Student Conduct Guidelines set forth by The Art Institute of Philadelphia Student Services Department.