



Equipment Reservation Contract

ABOUT

Berkeley Student Media's (BSM) equipment checkout program is available to UC Berkeley students who are members of an active registered student organization. Materials include myriad lighting, sound, video, and recording equipment. BSM also maintains a studio where materials can be used in-house.

Students are eligible to check-out equipment exclusively for work on projects for their associated organization. For more detailed policy on security deposits and pricing, see Addendum A. In the event of late returns, lost, stolen, or damaged equipment, the student organization will be held financially responsible via their otherwise refundable security deposit. Charges will be billed to the student organization's CallLink account and reported to the LEAD Center and Student Union Administration.

LIABILITY

The student organization member that reserves the equipment on behalf of their student organization is responsible for knowing and understanding the contents within this document. The student organization member that reserves the equipment **MUST** be on their CallLink roster for said organization. A representative of the organization planning to check out equipment **MUST** complete, sign, and turn in the contract portion at the end of this document before they can begin any checkout process.

Student organizations are responsible for the return of **EVERY** piece of equipment checked out. When students accept these terms and conditions, they acknowledge that upon leaving the building, the equipment checked out is functioning and undamaged. Students are responsible for making sure any damage is noted when accepting the equipment. Damages should be recorded in writing on the signature page in the presence of a BSM staff person before completing the checkout process.

BSM Equipment Checkout will provide the student with their own copy of the receipt via email with the due date. Checkout reserves the right to inform leaders of student groups about broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account.

RESERVATIONS

When students leave BSM Equipment Checkout with equipment they acknowledge that it is fully functioning and undamaged aside from the notes on the checklist/receipt.

Checkout reserves the right to inform student group leaders of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account.

RETURNING EQUIPMENT PROPERLY

Rewrap cables, wipe down any gear that is dirty, dusty, remove tape, etc. BEFORE handing it over to Checkout Staff. Staff are instructed to hand gear back to you if basic cleaning has not been addressed.

DEADLINE EXTENSIONS

Deadlines for equipment return can be extended only in exceptional cases and only when the request does not affect the scheduling needs of another student or class. Any exceptions must be requested through studentmedia@berkeley.edu and must be approved explicitly in writing.

THEFT

Report immediately to UCPD and to Berkeley Student Media at studentmedia@berkeley.edu. Failure to report thefts to appropriate law enforcement authorities may result in the student organization being charged for full replacement costs.

ADDENDUM A: Security Deposit

BSM and the Creative Lab have shifted away from the historical "proactive" security deposit system that we used to employ. Understanding the logistical constraints and latencies in collecting an up-front security deposit from users through CalLink, the Creative Lab/BSM is now employing a "retroactive" security deposit system.

Upon check-in, if BSM/Creative Lab staff notice that the equipment is being returned later than the stipulated return date and time and/or the equipment appears to be damaged or in noticeably worse condition than when it was checked out, a note will be made in the reservation and the BSM Director will send a bill for an amount up to the value of the security deposit value to be paid by the party that made the reservation. If the reservation was made by a registered student organization (RSO), then the signatory of the RSO entering into this contract hereby authorizes the ASUC Financial Services team in the Student Union Administration to transfer an amount up to the value of the security deposit to the ASUC Publications & Media Board, an ASUC entity that oversees BSM and confers financial services and support to BSM. If the reservation was made by a Berkeley student, staff, or faculty member in a capacity independent of any RSO, the party signing this contract hereby authorizes the BSM Director or a designee in the Creative Lab/Art Studio to bill them via SIS (their CalNet ID in CalCentral) for an amount up to the value of the security deposit.

Constituents of BSM are registered student organizations who self-identified as primarily publications or media organizations when they registered their organization. General RSO community members are also able to use the Equipment Checkout Program, but they are

required to pay security deposits at a slightly different rate. The reason for this differential is because the program is funded by the ASUC Publications and Media Board, which exists to support the needs of the student media community at Cal. Representatives on the Steering Committee of the ASUC Publications and Media Board are also elected by the student media community. Furthermore, members of the Berkeley community at-large are able to use this Equipment Checkout Program, but shall be required to pay security deposits at a rate higher than for constituents and general RSOs.

BSM's inventory can be segmented into two tiers, namely Tier 1 and Tier 2. Each tier will have its own respective security deposit which has been assessed by the value of the items which it contains. Security deposits are non-compounding.

Tier 1: Comprises lower risk items (i.e., lower cost) and the security deposit is set at:

Constituents: \$75.00

Non-constituents: \$100.00

Community members at-large: \$125.00

Tier 2: Comprises higher risk items (i.e., higher cost to replace / repair) and the security deposit is set at:

Constituents: \$300.00

Non-constituents: \$400.00

Community members at-large: \$450.00

As a reminder, these values represent the greatest amount for which you might be billed retroactively for late/damaged equipment of the given tiers. You are not obligated to make a deposit up-front at the time of reservation or check out for your equipment. You will be billed in accordance with the policies and procedures outlined above. Any questions regarding retroactive billing for late returns/damaged equipment may be directed to studentmedia@berkeley.edu.

Please have a signatory of your RSO complete the following fields and upload a signed copy of the document to your Cheqroom reservation page or email a signed copy to studentmedia@berkeley.edu.

Notes:

Signature and date:

Signatory Name (First and Last):

Signatory Student ID Number:

Signatory Berkeley Email:

Date:

Signatory Signature:

By signing this form, you agree to all of the above terms and conditions.