

Technology Equipment Checkout Student Usage Policy And Equipment Authorization

Currently enrolled students may check out equipment (exclusions apply for specialized items) for class activities free of charge if authorized by their course instructor.

Excessive Use Fees: Users of the equipment are responsible for on-time return (as shown on the check out document) of the borrowed equipment. An excessive use fee will be applied to a late return based on the following terms;

- Fee for excessive use are computed from the time the equipment was due until the time the equipment is returned.
- Fees are computed on a per transaction basis, which included all items that were checked out on a single check out transaction.
- Fees are computed based on the charge-back fee schedule
- Fees are not negotiable and may be rescinded only in the case of error or other extenuating circumstances, which may be recognized by TEC, as excusing timely return of loaned items.

Charge for Damages and Loss: Users of the equipment are responsible for exercising care to protect items from any damage or loss. The State holds borrowers accountable for the replacement value of the equipment. Financial responsibility for the replacement or repairs costs, lie with the faculty member who has authorized the student to check out TEC equipment.

Student Name _____ **Student ID#** _____
Email _____ **Phone #** _____
Student Signature _____ **Date (mo/day/year)** _____

This person is a student enrolled in my **class** _____,
and is authorized to borrow media equipment on my behalf. He/she may borrow
equipment for a period of **24 hours ONLY** (equipment checked out after 3pm on Friday
may be returned by 9pm on Monday) unless special arrangements are agreed upon.

I, _____ **agree to be responsible for all items borrowed.**
(print faculty name)

Faculty Signature _____ **Phone#** _____
Email _____ **Dept.** _____
Authorization Expires _____ **or end of the current semester**
(mo/day/year)

(if an expiration date is not listed, it is assumed that the student is authorized to check out equipment throughout the entire semester.)