

Department of Communication

advertising
broadcast
communication studies
communication technology
journalism
philanthropy
public relations



Lab, Studio, and Equipment Rules

Equipment Room Hours: Monday – Friday, 9am-3pm

Phone: 817-272-1213

Email: commequipment@uta.edu

1. Equipment Checkout Procedures

- a. Spring 2021 Checkout Policy
 - i. Equipment can only be checked out on Thursday & Friday and must be returned on Monday, **BY 1:00 pm**.
 - ii. Equipment turned in **after 1:00 pm on Monday is late** (see late policy below).
- b. Extension Request
 - i. Any equipment that needs to be checked out past Monday must be approved by Dr. Ingram at ingram@uta.edu
- c. Exception Request
 - i. Any circumstances preventing physical re-scanning must be communicated to the instructor and Dr. Tom Ingram, ingram@uta.edu. The instructor will then communicate approval or denial to commequipment@uta.edu and Dr. Ingram.
 - ii. **Exceptions must be made before the items are due.**
 - iii. There is no guarantee that your checkout item will be approved. If you haven't heard from your professor or Dr. Ingram please return the item or it is considered late.
- d. Special Project Request
 - i. The instructor can only initiate special project rentals. The instructor's request must be received by checkout staff 24 hours prior to checkout.
- e. Any other exceptions to the above policies must be communicated to Dr. Tom Ingram, ingram@uta.edu.

2. Late Policy and Fees

- a. **A late fee will be assessed at \$10 per hour, up to a maximum fine of \$50 per day.**
- b. **If you incur late fees, check-out privileges will be revoked until fine is paid.**
- c. Three late offenses will result in the loss of privileges for the rest of the semester.
- d. If the equipment is not returned within seven business days, the UTA police department will be notified and it will be reported as stolen.

- e. You are liable for any repair and replacement costs due to damage or theft. **The student who checks out the equipment is ultimately responsible for the care and security of the equipment.** Letting someone else use your equipment does not wave your liability, and you will be charged for damages or replacement.
- f. Fine disputes are handled by the Associate Chair, Dr. Tom Ingram. If you wish to dispute a fine, fill out a Fine Appeal form (available in the equipment room), attach the order receipt and turn it in to the front office.

3. Equipment Policies

- a. Equipment is available for students currently enrolled in specific UTA Department of Communication courses and may only be used for academic assignments in those classes.
- b. Equipment is to be returned to the checkout room only. Do not ask to leave it in the Department front office.
- c. Do not leave equipment unattended in classrooms, labs, or common areas.
- d. Failure to comply with University and Departmental rules will have financial and academic repercussions including and not limited to fines and loss of privileges. These rules are subject to change. Changes will be announced by your professor and posted in the equipment room. Your continued use of UTA Department of Communication facilities and equipment indicates your acceptance of these rules.

4. Studio and Lab Policy

- a. Labs and Studios are monitored 24/7.
- b. All doors to the radio/TV studios and labs are to remain closed and locked at all times.
 - i. **Do not prop open these doors. If a door is found propped open, the electronic lock will be audited and the last person to unlock the door will have access suspended for the rest of the semester.** This is a security measure to protect you and the facilities.
- c. **No guests are allowed in the studios, production rooms, and labs at any time.** You must notify your instructor if you intend on having a guest involved in your project. Anyone caught allowing unauthorized persons into the facilities will have their access revoked for a minimum of one semester. Report unauthorized persons to a staff member, faculty, or the UTA police.
- d. **Food or drinks are not permitted in studios or lab areas.**
 - i. An exception is bottled water and coffee that is in a closable container and kept in a backpack or on the floor. Keep these items away from computers and equipment. Take care of our facilities. Pick up all garbage, papers, etc. and place it in the trash can or recycle bin.
- e. Call the campus Police (817-272-3381) if you need an escort to your vehicle at night.

Student Equipment Check-out Information and Agreement

Only one completed form necessary per person each semester. If you've already filled out an information sheet this semester you don't have to do it again. Print legibly.

Semester*: (check one) ___ Fall ___ Winter ___ Spring ___ Summer of 20___ (year)

First Name*: _____ **Last Name***: _____

UTA E-mail*: _____@mavs.uta.edu

Student ID #* (10 digit number) _____

*- Required Information

Department of Communication classes you are currently enrolled in:

CLASS <i>(TV Production, etc.)</i>	Section #

By signing below, I certify that I have received a copy of the Lab, Studio, and Equipment Rules, that I agree with the policies and procedures outlined, and will abide by those rules. Failure to comply will result in the revocation of privileges and/or fines.

Signature: _____ Date: _____