

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**

Email: commequipment@uta.edu

1. Equipment Checkout Procedures

- a. Standard Checkout Policy
 - i. Must have I.D. to checkout equipment
 - ii. Equipment must be returned the next business day after it is checked out, during regular checkout room hours, **BY 1:00 pm**.
 - iii. Equipment turned in **after 1:00 pm is late** (see late policy below).
 - iv. Do not recheck equipment if you know you can't physically return the item the next day.
- b. Extension Request
 - i. Equipment rentals may be extended an additional 24-hours by returning the items to be re-scanned. (Extensions are subject to equipment availability.)
 - ii. Only the student who checked out the equipment may request an extension.
- 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.