

Department of Art & Design: Digital Art Equipment Usage Agreement

Student name: _____ Student ID number: _____

Phone number: _____ Email: _____

Course number: _____ Semester: _____ Year: _____

Instructor signature: _____ Check out date: _____ Return date: _____

As a student of the above referenced course, I agree to the following terms with regard to the use of the following equipment:

Item	Description	Value	Serial number	Issued by	Date returned	Accepted by
Video camera	Canon ZR-500 w/Loweprro case	\$400.00				
Charger	Canon CA-570 Power adapter	\$100.00				
Battery	Canon Li-ion	\$100.00				
Battery	Impact Li-ion	\$85.00				
Tripod	Sunpak tripod kit w/case	\$32.00				
AV cable	Standard cable	\$25.00				
Fire wire	Hosa 4pin to 6pin 1.5 ft	\$15.00				
Instruction book	For Canon ZR-500 video camera	\$30.00				
Other item						
Other item						

In consideration of the University providing the Digital Arts area equipment for the semester indicated, I agree to the following terms and conditions. I understand the equipment is being issued for the dates written above, for use by myself only, and no other person. I understand no other usage of the equipment is appropriate or permitted.

I understand that the replacement value of the equipment is: \$_____.

I agree to return the equipment by the date written above or within five days after I drop the course if I do not complete the semester. I understand that the equipment is issued to me, and it is my responsibility to return the equipment without damage, whether or not damage or loss occurs to the equipment as a result of the acts of myself or any other person. I further agree that I remain fully responsible for the equipment, and should it be lost or stolen, the value of the equipment listed above will be immediately owed, due and payable to Missouri State University. If the equipment is not turned in or if I otherwise fail to comply with the terms of the Digital Art Equipment Usage Agreement, I agree the amount stated above will be added to my Deferred Payment Plan with the University, that my records may be encumbered; and I may be further denied permission to re-enroll in the University until the amount due is paid or other arrangements acceptable to the University are made. I further promise to pay all attorneys fees and other reasonable collections costs and charges necessary for the collection of the amount stated above should I fail to return the equipment or it becomes lost or damaged. I further agree that venue for any lawsuit to enforce the Agreement is appropriate in the Circuit Court of Greene County, Missouri.

I understand that I have the option of providing for myself equipment of equal or better quality, and that I voluntarily choose to agree to accept the equipment made available by the University and fully comply with the terms of this Digital Arts Equipment Usage Agreement.

Signature: _____ Date: _____