

State of Wisconsin
University of Wisconsin-Madison
School of Journalism & Mass Communication

Equipment Contract

Student name (please print)

Student ID#

By checking out any audio, video, or computer equipment this semester, the undersigned agrees to:

1. Return equipment to the Journalism Reading Room by the return time indicated at check-out. (**Failure to return on time will adversely affect the final course grade in the class for which the equipment was used.**)
2. Assume responsibility for the equipment during the period between checkout and return: return the equipment in the same condition as when it was checked out, except for normal wear; notify the Journalism Reading Room of necessary repairs upon return. (The undersigned may not seek repair of the equipment independent of the School of Journalism.)
3. Pay repair/replacement cost or insurance deductible (whichever is applicable and less expensive) for any equipment that is lost, stolen, damaged or destroyed while in the possession of the undersigned. (Replacement items must be for the exact items checked out, not a similar item. If the exact item is no longer available for purchase, The School of Journalism and Mass Communication will decide on the item to replace it, and the undersigned will be responsible for the cost.)
4. Keep the item in possession and not transfer responsibility for it to another person, including another student in the class for which the equipment is being used. (Liability for damages is assigned to the person who checked out the equipment.)

Student signature

Date