

PROPOSED Equipment Liability Policy

To administer the use of broadcasting equipment and facilities in the Gaylord College of Journalism and Mass Communication, the following rules are imposed. These rules are based on the philosophy that the use of our equipment and facilities is a **privilege**, not a right. Students are expected to use the equipment and facilities responsibly and respectfully. **Failure to return equipment on time, or damaging of equipment will be met with consequences.**

Rules of Usage

1. Equipment and facilities may only be used by students currently enrolled in JMC courses that require equipment and facilities use.
2. A current Equipment Liability Policy and Agreement and Contact Information **MUST** be on file before equipment and facilities can be used.
3. Students **MUST** show their student ID at the time of check out.
4. Equipment and facilities may only be used for course work. Private use is **NOT** permitted. **It is against the law to use state equipment for private business. DO NOT USE CAGE EQUIPMENT FOR PAID PROJECTS!**
5. Absolutely no tobacco products, food or beverages are allowed in the facilities and all posted regulations must be adhered to.

Infraction Policy

1. Rule infraction notices will be given to students for each violation of the policy.
2. Violations include but are not limited to:
 - a. Checking in equipment late.
 - b. Leaving equipment unattended.
 - c. Bringing food, drink, or tobacco products into broadcast facilities.
 - d. Failing to cancel an unwanted reservation.
 - e. Failure to leave facilities when asked.
3. A student with 3 infractions or more will not be able to use the school equipment or facilities for 01 week. **It will be your responsibility to complete assignments on time without the use of Cage Equipment.**
4. If a student has multiple suspensions, they may have their equipment privileges removed for the entire semester.
5. **APPEAL PROCESS:** For ONE WEEK suspension appeal, student needs to contact the Cage Manager in person. For LONGER suspension appeal, student needs to explain in writing to the faculty board.

Reservation and Checkout

1. Each student must make their own reservations for equipment or facilities use.
2. HOURS are counted as CAGE WORKING HOURS
3. Equipment may be reserved for a maximum of 04 cage working hours at a time.
4. Facilities may be reserved for a maximum of 04 cage working hours at a time.
5. Reservations for equipment and facilities may be made no more than 02 weeks in advance.
6. Equipment or facilities must be used as reserved, unless cancelled in advance of the reserved time.
7. If reserved equipment or facilities are not claimed within the first 10 minutes, the reserved time is forfeited and becomes available on a “first come, first served” basis.
8. **IMPORTANT:** STUDENTS ARE RESPONSIBLE FOR THE INSPECTION OF ALL EQUIPMENT BEING BORROWED BEFORE THE PERIOD OF USE BEGINS AND AGREE TO MAKE WRITTEN NOTICE TO THE FACILITY STAFF OF ANY EQUIPMENT PROBLEM BEFORE USAGE BEGINS. **Failure to do so will make the damages your responsibility, resulting in an infraction and possible financial responsibility of the gear.**
 - a. **If a student decides to leave the Cage without inspection of the gear, they will be responsible for all damages found to the gear when it is returned.**
 - b. Students will need to allocate enough time to inspect gear and indicate that they have inspected it before leaving the cage, or they will be responsible for any damage.

INSPECT THE GEAR BEFORE LEAVING THE CAGE!!!

Account Freezing

1. If a student returns gear broken, with missing parts, or repeatedly return gear late, the account will be frozen.
2. Frozen accounts will not be allowed to check out any gear or reserve any facilities, and will be responsible to complete projects in their classes on their own.
3. If the accounts are frozen due to lost/broken gear, accounts can be unfrozen by providing replacement gear. The prices of all the equipment pieces in a kit are listed on the loan agreement.
4. If the accounts are frozen due to repeated late returns, accounts can be unfrozen by approval of the Cage Manager. Students will need to email gaylordcage@gmail.com and schedule a meeting to appeal their case.
5. If a student uses any Cage equipment for any paid projects, the account will be permanently frozen and will not be considered for unfreezing. Remember, any use of University of Oklahoma equipment for purposes other than those relating to coursework is strictly prohibited. Students in violation of this policy will permanently lose access to Cage equipment.

Equipment Check-In

1. Equipment must be returned to the Cage. **Do not leave your gear with a faculty member.**
2. Students may not, under any circumstances, drop off equipment and leave it unattended.
3. Students must remain with the equipment until the staff signs off on the return.
4. Any malfunction, damage or loss of equipment or facilities (other than normal wear) must be reported in writing at check-in. Students must not attempt to repair or adjust any equipment.

Extended Checkout

1. Equipment reservations in excess of 04 cage working hours may only be made with prior written approval of the course instructor.
2. Facilities reservations in excess of 04 cage working hours may only be made with prior written approval of the course instructor.
3. Extended checkouts are not guaranteed, and are left to the discretion of the Cage Manager.

Late Policy

1. Equipment checked in after the allotted due time will be considered late.
2. How late a return is will determine the level of punishment.
 - a. If a checkout is returned less than 04 cage working hours late, it will be considered an infraction.
 - b. Once a student has 03 infractions they will be suspended from cage usage for 01 week.
 - c. If a checkout is returned more than 04 cage working hours late it will be an automatic 01 week suspension from the cage.
3. **NOTE:** In case of failure to return on time, if a student informs the Cage Staff prior to the deadline, it may not be considered an infraction. Send email to gaylordcage@ou.edu and course supervising faculty in this regards. It's also important to call the Cage (405-325-7194) and leave a message. **Both of these procedures are required to avoid getting an infraction.**

Liability Agreement

1. All students must adhere to the above mentioned policies.
2. Each student using the equipment or facilities must guarantee its safety and security during use. The student who has checked out the equipment or who reserved the facilities is the responsible student.
3. Students may have their access to the equipment removed for 1 week as a result of returning damaged gear.
4. If a student has missing gear, they may have access to the equipment removed until the gear is returned or replaced.
5. Students accept full financial responsibility for loss (including theft or damage) of the equipment or facilities used under the terms of this agreement. Students agree to pay full market replacement costs of all equipment and facilities damaged or lost due to negligence, misuse or carelessness.
6. Students accept responsibility for becoming thoroughly familiar with proper use and operation of equipment prior to its use and agree to request instruction on proper use of such equipment.