

# Lending Conditions for the Equipment Store

## Who can lend equipment?

All current KHiO staff and students, assigned a valid access card, may lend equipment from the Equipment Store. Equipment may be lent by KHiO staff on behalf of non-employees for use during seminars, courses etc. arranged by KHiO. The KHiO employee who lends the equipment is fully responsible for the equipment until it is returned to the Equipment Store.

## Length of lending periods

Equipment may be lent for up to three days. Extended lending periods may be considered for use during exhibits, performances or lectures. Requests for extended lending periods must be sent to the Works Manager of the Equipment Store at least 2 weeks in advance, and must include a confirmation from dean or program coordinator of the length and type of activity for which the equipment is requested.

Equipment may not be lent during or over holidays.

The Equipment Store may cancel equipment reservations, including equipment reserved for exhibits, performances or lectures. Cancellations may occur in case of violations of the lending conditions or if a lender keeps lent equipment over long periods of time, thereby preventing other users from lending it.

## Responsibility for lent equipment

The lender is financially responsible for the equipment during the entire lending period. This means:

* The lender must use and store lent equipment responsibly. Improper use may damage the equiment.
* The lender must replace lost or damaged equipment, and also immediately report loss or damage to the Equipment Store. All thefts require a report to the police, to which the lender must contribute.
* It is strictly prohibitetd to “modify” lent equipment, for instance by removing parts, cutting electric cords, drill into, paint, use tape on or in any other way adjust it. Any such modificatons constitutes damage, which will require lender to replace the equipment.

## Returning lent equipment

* Equipment must be returned on time directly to the Works Manager at the Equipment Store. If the Equipment Store is temporarily closed due to meetings etc., late returns will not be seen as overdue.
* Equipment must not be left outside the Equipment Store or at the Service Center unless this is agreed upon in advance with the Works Manager of the Equipment Store.
* No equipent must be handed on to another user. The lender is resposible for all lent equipment until it is returned directly to the Works Manager of the Equipment Store.
* The equipment must be returned with all its accesories, such as flash memory cards, mic holders, tripods, remote controls, electric cords, covers, batteries, chargers etc. Missing accessories constitutes loss of equipment, and must as such be replaced by the lender.

## Consequences for violations of the lending conditions

* If equipment is returned late, if it has damages and/or missing accessories or is altered in any way, the lender will be prohibited from lending any other equipment from the Equipment Store until the equipment is returned or replaced by the lender.
* If equipment (accessories included) is not returned to the Equipment Store within one month after the return was due, it will be seen as lost and an invoice will be sent to the lender. The lender will be prevented from lending new equipment until this invoice is covered in full. In case of illness preventing lender to attend school, lender is expected to contact the Equipment Store aswell as to acquire help from friends or family in returning the equipment.
* If a student is prevented from lending equipment but lends equipment through a third person, the third person’s right to lend equipment is revoked for a month. If repeated, the third person’s right to lend equipment is revoked for the rest of the semester.

Should any lender disagree with descisions made by the Equipment Store, any requests or questions must be raised with the Maintenance Manager of the Operations and Lending Team.