

## **EQUIPMENT CENTER POLICIES FOR RESERVATION, CHECKOUT AND RETURN**

Revised January 2025

The Equipment Center is intended for use by College of Communication students for related assignments or by students participating in DePaul student media, unless authorized by a supervising instructor.

**Location:** Daley Building (14 East Jackson), First Floor, Jackson Lobby.

**Contact:** Viplav “VJ” Gaurav, [CommEquipmentCenter@depaul.edu](mailto:CommEquipmentCenter@depaul.edu), (312) 362-7616

**Spring Quarter Hours:** 10 a.m. to 2 p.m. Monday – Thursday. Hours subject to change. Spring Break and Summer term hours may vary.

**Winter Quarter Hours:** 10 a.m. to 3 p.m. Monday, Tuesday and Thursday. Hours subject to change. December Intersession, Spring Break and Summer term hours may vary.

### **Equipment Reservations**

- Course instructors will communicate college and class equipment reservation and checkout policies for each quarter. Students are expected to comply with those policies completely.
- Equipment may be checked out on an availability-dependent basis.
- Students may be held financially liable for any broken or missing equipment.

### **Check Out Policies**

- Students are to verify that the equipment and all associated components being checked out are present and in good working order by reviewing the laminated tag associated with each equipment kit. Equipment Center staff will also verify this at check out and check in.
- By accepting equipment into possession, students indicate that all items and component parts are present. Therefore, students must make sure that all items are accounted for before leaving the Equipment Center.
- Staff and students checking out equipment should notify the supervising faculty member ASAP of any missing items, defective equipment or any other issues.

### **Equipment Return Policies**

- Equipment must be returned either the end of finals week of the quarter or no more than two days after dropping a class. It is the student’s responsibility to keep track of equipment return deadlines.

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- Equipment must be returned clean, well-packed, and in fully functional condition. Equipment Center staff will inspect and test the equipment upon return; therefore, students should allow for ample time for this inspection.
- Any items or component parts missing upon return may incur a registration hold or a graduation hold on students' accounts, at the discretion of the supervising faculty member and College of Communication administration. This penalty may apply to failure to return equipment (major or minor) and returning broken equipment (major or minor).
- If equipment checked out by a student is not returned at the time grades are ready to be submitted, a grade of "F" will be assigned to the student's associated course. The 'F' grade will be changed to the earned grade (provided the grade earned is higher than an F) once all outstanding equipment and components are returned.