

## DWIGHT HALL EQUIPMENT

Dwight Hall has purchased the following items to assist students with their program needs. We **strongly** encourage proper maintenance of this equipment. Keep in mind that we all have to share these resources, which are geared towards making our programs more effective.

<b>Equipment</b>	<b>Storage Location</b>
Microphone (for Chapel use only)	Main Office Closet
Overhead Projector (\$100)	Education Resource Room
Projector and Screen* (\$100)	Room 8
Tables (\$20)	Room 105 (Next to Main Office)

**N.B.**

\*are not to be taken out of the building

Updated 10/15/15

## EQUIPMENT AGREEMENT

By signing below, I agree to assume responsibility for all costs associated with any damages incurred on the equipment below while it is in my possession. Additionally, I assume all responsibility for the replacement of equipment in the case of loss or theft.

In the case of any damages to, the loss of, or the theft of equipment, I also agree to immediately notify Dwight Hall at 203.432.2420. If equipment is lost or stolen, I will immediately notify the Yale Police Department at 203.432.4400.

Late returns after five business days, full replacement of the equipment is required.

I have read the Equipment Policies and Procedures and agree to comply.

**Duration of Possession**

Pick-up at Dwight Hall Main Office                      Date: \_\_\_\_\_                      Time: \_\_\_\_\_

Return to Dwight Hall Main Office                      Date: \_\_\_\_\_                      Time: \_\_\_\_\_

## POLICIES AND PROCEDURES

- I. Students are required to sign out each piece of equipment on the sign-out sheet in the Dwight Hall Main Office **TWO DAYS IN ADVANCE** to your event.
- II. A deposit is required upon reservation of equipment. This deposit is refundable contingent on the undamaged return of equipment.
- III. Students are required to arrange after-hour use of equipment with either the Student Executive Committee or staff. All equipment can be picked up and returned during regular business hours (**M-F 9 a.m. to 5 p.m.**) or during evening hours (**M-TH 6 p.m. to 9 p.m.**). The TV/VCR can only be picked up right before your event in Dwight Hall and must be returned as soon as the event ends.
- IV. Equipment must be returned to their corresponding locations listed above.
- V. Students must sign a contract stating that they are responsible for the repair or replacement of equipment should it be damaged or stolen while in their possession. **Damaged equipment should be reported immediately to the Dwight Hall Main Office at 203.432.2420.** If no one is available to take your call, please leave a voice mail message.
- VI. Lost equipment must be reported **immediately** to the Yale Police at 203.432.4400 and the Dwight Hall Main Office at 203.432.2420.
- VII. Students must provide their own videotapes and/or film for videotape and photograph usage.

### Type of Equipment

1. \_\_\_\_\_
2. \_\_\_\_\_

### Refundable Deposit

Method of payment: \_\_\_\_\_ Check      \_\_\_\_\_ Cash

Date received: \_\_\_\_\_ Date refunded: \_\_\_\_\_

### Individual Assuming Responsibility

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Name of Member Group: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_