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.

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

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: ________________
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.

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**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: __________________________