

WMU Photography and Intermedia
The Equipment and Lighting Studio Faculty Sponsor Special Project Form

Faculty Sponsor _____ Telephone#387- _____

Email _____ Semester _____

Project Title: _____

- Student must present a valid WMU ID card in order to check out equipment.
- Equipment is not to be checked out unless the student has already received instruction in the use of the equipment.
- Faculty sponsors are responsible for participating students and accept the mutual responsibility for loss or damage of equipment while in their possession. If you break or lose it, you buy it.
- The student should never, under any circumstances, “pass off” checked equipment to another student. Equipment should be returned and checked out by the next student.
- It is the student’s responsibility to confirm the exact date and time that the equipment will be returned.
- Checked out equipment should only be used to complete course work and is NOT to be used for commercial use (weddings, paid portraits, etc).
- Upon check out, faculty sponsors and students must verify that all cords and equipment accessories relating to item being borrowed are accounted for at the time of check out.
- Equipment must be returned by due date.
- Late return of equipment will be noted below.
- Two late returns will result in a two-week suspension of checkout privileges.
- A third late return of equipment will result in revocation of checkout privileges for remainder of semester.
- Faculty sponsors and participating students are mutually responsible for the cost of replacing, reinstalling, or repairing any equipment that is lost or damaged while checked out in their names. Failure to resolve issues regarding lost or damaged equipment will result in suspension from equipment check out as well as a hold being placed on future WMU registration, grades, or graduation.
- Habitual mistreatment of, or damage to equipment while in student’s care will result in permanent revocation of equipment check out and lighting studio privileges.

Lighting Studio

- The Lighting Studio is to be *only* used for class projects or for specially permitted projects.
- Only trained faculty sponsors or students may use the lighting studio. After training, students must meet either condition below.

1. You must be currently enrolled in a class.

or

2. You must have special permission and a faculty sponsor. (The faculty sponsor is responsible for borrowing and returning a key to The Art office following project completion. The faculty sponsor must be present in the Lighting studio during the time of its permitted use).

- Unless otherwise permitted, students must leave a picture ID with a monitor during the time they use the studio and must have the equipment and space checked by the monitor before return of their ID.
- Students forfeit ownership of anything left behind. Nothing can be left set up.
- Enrolled photography students have precedent over specially permitted students and faculty sponsors.
- This agreement only addresses a one-day sponsorship. For each additional sponsored project, a new agreement form must be completed.

As Lighting Studio Faculty Sponsor I have read, understand and agree to the above equipment check out and lighting studio rules:

Faculty Signature: _____ Date: _____

Return this form under the door of office K2126 (Bill Davis)

On the blanks below, please list the participating students:
