



## Equipment Loan Terms and Conditions

Macleay College has photographic, video, audio and lighting equipment for use by students for the completion of their assignments. To ensure there is equitable use of the available equipment, the following terms and conditions apply:

1. Equipment bookings should be completed 24 hours before the equipment is required over the Student Services desk. If a later booking is made, it may not be possible to guarantee equipment availability.
2. Equipment will be loaned out on a 24-hour basis. If a student needs equipment for longer than 24 hours, they must return to Student Services at the end of the first 24-hour period to renew the borrowing the equipment for a further 24 hours. Weekend bookings from Friday 5pm to Monday 10:30am can be arranged with Student Services.
3. Equipment may be collected and returned from Student Services on Level 2 from Monday to Friday between the hours of 08:30am – 12:00pm and 14:00pm – 17:00pm.
4. Students must return equipment with all the components (memory-card, battery etc.). Batteries must be fully charged.
5. Students who do not return the equipment by the due time and date may be prevented from hiring equipment in the future.
6. Macleay College's insurance policy does not cover equipment that is taken off campus. Students and staff who intend to use equipment off-campus must notify the College at the time of hire. Students and staff will be charged for the repair or replacement of any damaged equipment taken off-campus.
7. Equipment that is damaged or stolen while on-campus, may attract a repair or replacement charge if Macleay College's insurance provider deems that due care was not taken.