

TEXAS SOUTHERN UNIVERSITY
School of Communication

Department of Radio, Television and Film

STUDENT HANDBOOK

Approved March 2, 2009

*** Sign and return the last page (Statement of Understanding to the Production Office)**

STUDENT EQUIPMENT AND FACILITY USAGE PROCEDURE

1. Obtain a *Studio, Editing or Field Equipment Form* from the Production Office.
2. Obtain the course instructor's signature.
3. Sign the appropriate form.
4. Submit the completed form to the Production Office.
5. Arrange for a pick up time for field equipment with the Production Office staff.
6. Determine that all the equipment being checked out is in good working order.
7. The student's TSU ID must be left with the Production Office.
8. The equipment must be returned by the date and time due, as indicated on the *Equipment Check-Out Form*. Any equipment malfunction must be reported.
9. For the use of the editing systems or the studio, the student must report to the Production Office and must sign the *Usage Log* before leaving.
10. The student will pick up the ID after the completion of the check -in process or upon leaving the facility.

NOTE: A minimum of a 48-hour advanced notice is required for use of the equipment for class assignments and projects beyond class period.

NOTE: For off-campus assignments or projects, the student may only checkout equipment for one 48- hour period at a time. At the end of this period, the equipment must be returned, whether or not the assignment or project has been completed. The student may checkout equipment again, subject to the instructor's approval.

NOTE: the student is responsible for all damages to the equipment due to negligence.

STUDENT'S RESPONSIBILITIES

1. All users must refrain from bringing food or drink into the facility.
2. Users may not alter the set-up and configurations of equipment. Should any changes become necessary, facility personnel should be consulted.
3. Users may not install any software or peripherals on the computer systems.
4. Users must consult facility personnel prior to the use of any equipment.
5. Removal and alteration of installed equipment is strictly prohibited.

6. The facility must be restored to its original condition after use - cables, accessories, props, etc.
7. Failure to cancel a reservation for facility or equipment use, at least 24 hours in advance, may result in suspension of all privileges.
8. Out-of-Harris County and out- of- state projects must be authorized by the instructor and the chairperson in advance. Decisions will be made on a case – by-case basis. Failure to report out-of- county/ out-of- state travels will result in suspension of all privileges.

EQUIPMENT CHECK-OUT RULES

1. Appropriate signatures must be obtained on designated forms and submitted to the Production Office.
2. Users must check each piece of equipment and accessories before leaving the facility to verify they are in working condition, in the presence of an authorized production personnel.
3. Equipment must be returned by the user in person. The users must be present during check-in period to verify all equipment is returned.
4. Equipment must be returned in its original condition - properly re-packed and neatly re-stored. Marks and masking tapes must be removed and any residue cleaned.
5. Malfunctions and damages must be reported on a *Damage or Repair Form*, if necessary.
6. Users have a maximum of 48 hours to return any missing equipment or accessories. After that time, the value for the missing parts is assessed and billed to the user. If the Production Office does not receive a payment after the 10th day, or before the semester ends, whichever comes first, the user will be barred from future use. External clients will be billed by the SOC or the University authority.
7. Damages will be assessed by the Production Office. The decision of the Production Office on the assessment of the damages, as stipulated on *Check-In/Check-Out Form*, will be final, and user shall pay accordingly, no exception.
8. Equipment will not be available to users who owe outstanding bills for damaged or lost equipment.
9. In group projects, all group members share collective responsibility for charges assessed for the loss or damaged equipment.
10. Users must be present to sign necessary forms during checkout time. No one shall check out equipment on behalf of another person.
11. The facility will not be available during class sessions, and equipment will not be checked out if they are being used for class instruction.

12. Users may check out equipment for a 48-hour period at a time. In exceptional circumstances, instructors may grant to students additional time up to a maximum of week. Requests must be made through instructors, who in turn will notify the Production Office. Other users must seek permission from the Production Office.
13. Users who arrive late 15 minutes or more, to check out equipment or use the facility, will have forfeited their right to check out equipment or use the facility.

14. The facility and equipment will not be available during the week of final exams.

15. Under unusual circumstances the use of the facility may be extended. Request for extension must be done through the instructor or the teaching assistants. The Production Office will determine the length of the extension.
16. Attempts to repair any equipment during use are prohibited.
17. The TSSC shall not be responsible for any loss due to malfunctioning of the equipment or operator's error.
18. The TSSC will not reimburse a student for time lost while the student was suspended from using the facility or the equipment.
19. Infraction of the policies and rules may result in disciplinary penalties.
20. Equipment must be returned on time. Users who are late face the following consequences:
 - a) First offense attracts written warning;
 - b) Second offense results in a bar from using the facilities or equipment for two weeks; and
 - c) Third offense results in a bar from using the facilities and equipment for that semester.

**TEXAS SOUTHERN UNIVERSITY
SCHOOL OF COMMUNICATION**

3100 CLEBURNE AVENUE, HOUSTON, TX 77004

EQUIPMENT TRANSMITTAL FORM

H.B. 753(5) "No person shall entrust State Property to any official or to anyone else to be used for other than State purposes..." "Where University property is damaged, destroyed or stolen as a result of intentional or wrongful act or negligent act of any official, employee or student, that person shall be pecuniarily liable to the University..."

Student Name _____ TSU ID # _____

Course # _____ Driver License # _____

Home Address _____

Home Phone _____ Alternate Phone # _____

Authorized By _____

Instructor's Signature

Date of usage _____

Date and time to be

returned _____

Important: I _____, accept financial responsibility for any damages to, loss of and destruction of the equipment listed below. Regardless of a Police Report or any other type of defensive mechanism.

End User Signature _____ Date: _____

Item	Quantity	Serial #	TSU #
------	----------	----------	-------

Items missing or damage _____

Comments: _____

Approved & checked out by _____

Approved & checked in by _____

IN CASE OF AN EMERGENCY CALL 713-313-6871

TEXAS SOUTHERN UNIVERSITY
School of Communication

**STUDENT STATEMENT OF UNDERSTANDING
OF POLICIES AND RULES**

I have read, understood, and will comply with all of the rules and policies regarding facilities and equipment. A copy of these policies and rules has been provided to me. I understand that I assume full financial responsibilities for any damages to the facilities or equipment out of negligence.

Print Name

Signature

Date

Course

Semester