Equipment Loan Agreement

This agreement is between the Department of Film and Screen Media (the Department) and the student borrowing the equipment (the Student).

General Conditions of Use

• The Department agrees to loan equipment to the Student under the terms and conditions outlined in this agreement.

• The Student is responsible for complying with all equipment loan procedures established by the Department.

• Any exceptions to these terms must be agreed in writing by the Department.

Collection and Return of Equipment

• The Student must arrange a suitable time with the Department to collect equipment.

• The Student must return equipment by the date and time specified by the Department or through the relevant booking system.

• Equipment must be returned in the same condition in which it was received, allowing for normal wear and tear.

Cost

• The equipment is provided free of charge for academic purposes.

Responsibility for Equipment

• Ownership of all equipment remains with the Department of Film and Screen Media at all times.

• The Department will inspect and test the equipment before it is issued to ensure it is in good working order.

• Responsibility for the equipment passes to the Student when it is collected and remains with the Student until it is returned and checked by the Department.

• The Student must immediately report any loss, damage, malfunction, or theft of equipment to the Department.

• Equipment may only be used for its intended purpose and by individuals who have received any required training or instruction.

Department Responsibilities

• Provide relevant operating instructions where necessary.

• Provide information about any training requirements for the safe use of the equipment.

• Ensure the equipment has been checked prior to collection.

Student Responsibilities

• Keep the equipment secure and under their control while it is on loan from the Department.

• Take reasonable care of the equipment and protect it from loss, theft, or damage.

• Use the equipment in accordance with any instructions provided.

• Use the equipment only for the purpose for which it was designed.

• Not attempt repairs, modifications, or alterations to the equipment.

• Ensure all relevant health and safety requirements are followed when using the equipment.

• Return all equipment, accessories, cables, batteries, memory cards, and cases issued with the loan.

Loss or Damage

• If equipment is lost, stolen, or damaged due to negligence, the Student may be held responsible for the repair or replacement cost.

• Any loss, theft, or damage must be reported to the Department as soon as possible.

• In the event of theft, the Student may be required to provide a Garda report reference number.