

# CAMERA CHECKOUT STUDENT CONTRACT OF LIABILITY

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**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

Upon signing this contract, you agree to treat the school-provided cameras with the utmost respect and care. Each camera can only be checked out for one day at a time. It is your responsibility to make sure it is in fine working order when you first check it out, and report any damage BEFORE you take it home. If new damage is found when you return the camera, you will be held responsible unless said damage has been noted prior to your checking it out.

1. A student must have a signed contract on file before they are allowed to request checking out a camera.
2. Parents must email the instructor at [lyurkovich@seq.org](mailto:lyurkovich@seq.org) acknowledging that they are aware and comfortable with their student taking a camera home for a specific date.
3. Equipment must be returned in the same condition it was checked out in. You are responsible for paying for any damages incurred while the camera is in your possession.
4. All camera neck straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck.
5. The teacher chooses and assigns the camera that your student will take home.
6. Never attempt to repair equipment yourself or remove any parts.
7. Never use force on any part of the camera; any amount of force will probably seriously damage internal parts.
8. Do not get water, beverages, dirt, or food on the camera. Keep the camera in its bag when it is not in use. Do not take the camera anywhere it was not intended to go.
9. Do not lend any of the camera equipment to anyone else; it is checked out to you and only you.
10. Camera equipment should be in your immediate possession at all times, or in a very safe place. If you lose it, you buy it.
11. All camera equipment is returned at the beginning of the next class period. If you are ill or not coming to school on the day your equipment is to be returned, it is still your responsibility to get it back on time.
12. If you cannot follow the terms of this contract, do not check out equipment.

Your signature affirms that you have read this contract and promise to return the school camera in the EXACT condition it was in when you checked it out. You agree to be responsible for any damage caused to the camera during your check-out period and will incur all costs of fixing or replacing any parts necessary to restore the camera to its original (upon being checked out) condition. All cameras that belong to Sequoia's Photography Department cost at least \$900. Any camera bag that contains an extra flash, extra lens, cords, extra batteries, lens filters, or battery chargers cost extra. If you do not follow these rules, you forfeit the right to check out school cameras. If you return the camera late, you will receive a warning, the second time you return the camera late you lose the privilege of checking out cameras.

This signed contract is an agreement between you and the Sequoia High School Photography Department. By signing below, you agree to all above terms and to be solely responsible for the school camera you will be checking out.

I have read and understood the above contract and will follow the stated rules.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Period** \_\_\_\_\_

**Parent Name (Printed)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: This form is optional, but until it is signed your student will be barred from borrowing school equipment.**