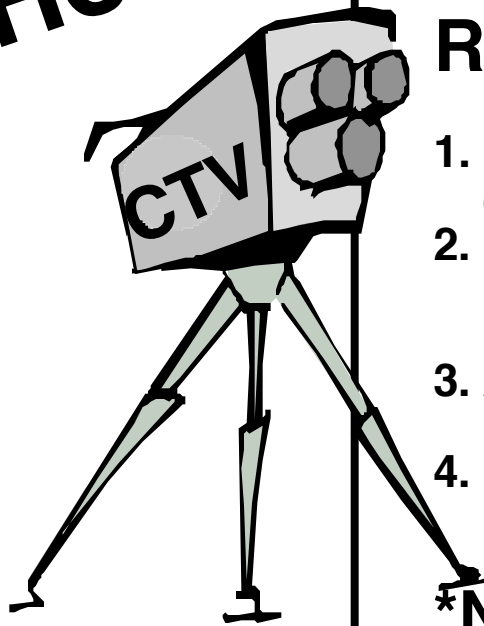


# How-to:

# CHECK-OUT EQUIPMENT



## RULES:

1. You **MUST** have a *CTV ID Badge* to check equipment out.
2. Equipment is issued on a 60-minute check-out unless special permission is granted by the director.
3. All equipment is due back 10 minutes before the end of the period\*.
4. Return equipment in proper condition. (wires wrapped neatly, etc...)

**\*No Late Passes will be written!**

## PROCEDURES:

1. Bring your ID Badge to the equipment check-out area.
2. Be prepared to ask for the equipment you need, by name.
3. The *Equipment Manager* will record your name, period, and a list of the equipment you borrowed into the computer.
4. Return **ALL** equipment to the equipment check-out area at least 10 minutes before class ends.
5. Make sure the *Equipment Manager* checks you off for returning all items, you are responsible!!!

I, \_\_\_\_\_ agree to these Rules & Procedures.  
(print your name)

I understand that my equipment privileges may be revoked at anytime if I do not adhere to these Rules and Procedures. I also agree to use equipment that I check out for **INSTRUCTOR APPROVED PROJECTS ONLY**. As always, codebook policy will be enforced as it pertains to usage of technology. x \_\_\_\_\_

(sign your name)