

Clackamas High School's

Photography Checkout Contract Form

Student and Guardians Please Read and Sign :

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked out. All equipment will be in good working order when you check it out.
3. All equipment must be signed out by Ms. Stratton and must be checked back in to Ms. Stratton. This Equipment Checkout Contract Form must be used for equipment to be borrowed, and must be signed by the person taking responsibility for the equipment and their guardian.
4. You must know how to use the camera or other piece of equipment you are checking out. A competency test maybe required for the camera.
5. All camera neck straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck. Repair bills on dropped or bumped cameras are usually over \$300 and you are responsible for any damage to the camera while in your possession.
6. Student and their guardian take full financial responsibility for the replacement and/or repair equipment checked out. This includes, but is not limited to breakage, accident, theft or fire of cameras, lenses, filters, flashes, flash battery(ies), tripods, studio lights, cable releases and other equipment.
7. Never attempt to repair equipment yourself and never remove any parts.
8. Never use force to turn or wind any part on a camera any amount of force will probably seriously damage internal parts.
9. Do not get water, beverages, dirt, or your lunch on the camera. Sea water is particularly bad for camera equipment do not take any school camera equipment to the beach without specific permission.
10. Do not lend any of the camera equipment to anyone else it is checked out only to you.
11. Do not use the self-timers on the cameras without special permission. Incorrect use of the self-timer often results in a jammed shutter.
12. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or automobiles if you lose it, you buy it.
13. Cameras and other equipment are checked out on a daily basis. You must return it on the following school day before school. If you are ill or not coming to school on the day the equipment is to be returned, it is still your responsibility to get it back on time. If you cannot follow the terms of this contract, do not check out the equipment. If you violate the terms of this contract, you will lose the privilege of checking out equipment. Unauthorized use of equipment will be treated as theft and violators will be turned over to school the school authorities.

Student Please Fill Out and Sign :

Name: _____
Please Print

Date: _____ Day/Period: _____

Class: _____

I agree to take responsibility for the safe return of the equipment I check out.

Signature: _____

Guardian Please Fill Out and Sign :

Name: _____ Relationship to student: _____
Please Print *Please Print*

I agree to take full financial responsibility for the replacement and/or repair equipment checked out by my child. This includes, but is not limited to breakage, accident, theft or fire of cameras, lenses, filters, flashes, flash battery(ies), tripods, studio lights, cable releases and other equipment.

Our homeowners insurance policy is with

Our homeowners insurance policy number is

Signature: _____ Date: _____