

# EQUIPMENT LAB POLICIES

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To borrow equipment from the equipment lab you must have:

- A.** A digital CAT ID available from the Equipment Lab
- B.** A CAT professor's valid signature [special request forms]

You will be asked either to fill in, or update your information: Name, address, phone number, etc. It is your responsibility to update this information whenever it changed.

During check-out, you will be assigned a date to return the equipment, so please allow time for this. If the equipment is damaged, or you find any problems, please report it to the equipment lab assistant before you leave. Damage charges may apply otherwise.

## CHARGING POLICY



Any equipment late for more than one day is subject to the fees ranging from \$5-15 depending on the equipment. If equipment is not returned within 15 days, you will be charged full price of the equipment.

Late returns will be charged to your financial record at the Bursar's office. Lost or stolen equipment must be reported to the equipment lab and CAT Division Coordinator immediately.

**YOU MUST PAY 100% OF REPAIRS, LOST, OR STOLEN EQUIPMENT.**



## NON RETURN POLICY

If you have not returned equipment you borrowed you will NOT be able to borrow again. Your professor will be notified and will then send your name and information to the Registrar and Bursar's office.

Until you clear your bill, you will be unable to:

1. Obtain your grades
2. Register for classes
3. Graduate

# Equipment Lab Inventory List

Equipment	Checkout Duration	Fine Per Day	Equipment	Checkout Duration	Fine Per Day	Equipment	Checkout Duration	Fine Per Day		
<b>Digital Cameras</b>			<b>Light Kits</b>			<b>Instruments &amp; Mixers</b>				
Canon EOS Rebel T5i (x47)	2 Days	\$15	Mini Burst 256	2 Days	\$10	Tascam DR-60D Linear PCM (x2)	2 Days	\$15		
Canon EOS Rebel T7i (x3)	2 Days	\$15	Bescor Portable LED-70w (x3)	2 Days	\$15	Azden FMX-42a (x2)	2 Days	\$15		
GoPro Black Edition (x4)	2 Days	\$15	Bescor LED 95D 95w (x4)	2 Days	\$15	Tascam DP008EX (x3)	2 Days	\$15		
<b>Digital Camera Lens</b>			VidPro LED - 36 40w LED	2 Days	\$10	Roll-Up Portable Piano (x10)	2 Days	\$10		
Canon Zoom Lens EF 75-300mm (x2)	2 Days	\$15	Speedlite Kit (x2)	2 Days	\$15	<b>Audio Recorders</b>				
Canon EF IS STM Prime Lens 50mm	2 Days	\$15	Generay Torpedo Light Kit (x3 LEDs)	2 Days	\$15	Zoom H4 Next (x11)	2 Days	\$15		
Canon EF IS USM Macro Lens 100mm	2 Days	\$15	<b>Lighting Bundles</b>			Zoom H5 Sound Recorder (x24)	2 Days	\$15		
Canon Zoom Lens EF 18-135mm (x2)	2 Days	\$15	Dracast LED 500 (x2)	2 Days	\$15	<b>Audio Kits</b>				
Canon EF IS STM Lens 10-18mm	2 Days	\$15	Dracast LED 1000	2 Days	\$15	Mic Stand	2 Days	\$15		
Canon Wide Angle EF Lens 14mm (x2)	2 Days	\$15	<b>Microphones</b>			Boom Kits (x3)	2 Days	\$15		
<b>Camera Kits</b>			Azden Wireless Lavalier Mics (x4)	2 Days	\$15	Podcast Kits (x2)	2 Days	\$15		
Canon T5i Kit w/ Rode Mic (x3)	2 Days	\$15	Audio-Technica Pro 88W/T & R (x4)	2 Days	\$15	<b>Light Boxes</b>				
Rode iOS Vlogger Kit (x3)	2 Days	\$15	Sennheiser evolution wireless G4 (x2)	2 Days	\$15	Porta Trace - Small (x14)	End of Semester	\$10		
<b>Tripods &amp; Stabelizers</b>			C-2 Studio Condenser Microphones	2 Days	\$15	Cartoon Colour Company - Large (x2)	End of Semester	\$10		
Standard Photo/Video Tripod (x30)	2 Days	\$15	Polсен Omni Directional Mic Lav	2 Days	\$15	<b>Tablets &amp; Pens</b>				
Sirui Photo Tripod (x24)	2 Days	\$15	Rode SmartLav + Mic (x4)	2 Days	\$15	Touch Pen for Intuos Pro (x16)	2 Days	\$5		
Manfrotto 290 Xtra Video Tripod (x24)	2 Days	\$15	M5 condenser microphones	2 Days	\$15	Intuos Small Tablet (x26)	2 Days	\$10		
Revo SR-1000 Camera Shoulder Rig (x3)	2 Days	\$15	Shure SM57 Instrument Mic	2 Days	\$15	Intuos Pro Medium Tablet (x7)	2 Days	\$10		
Shape Composite Stabilizer Bundle	2 Days	\$15	Rode NT1-A Condenser Mic	2 Days	\$15	Cintiq 13HD Tablet (x3) <small>(Animation/Special Requests)</small>	As Per Request	\$15		
Vello ActionPan StabilizerGripVB-1000 (x3)	2 Days	\$5	Audio-Technica ST95 MK II	2 Days	\$15	<b>Misc. Equipment</b>				
JOBY Gorillapod Tripod (x31)	2 Days	\$10	Rode VideoMic GO (x2)	2 Days	\$15	Trascend USB 3.0 SD Card Reader (x13)	2 Days	\$5		
DJI Ronin-S Gimbal	2 Days	\$15	AKG C3000 (x2)	2 Days	\$15	Saddle Sandbag - 5 LB (x11)	2 Days	\$5		
DJI Osmo-3 Smartphone Gimbal (x24)	2 Days	\$10	Studio Projectors C4 Mics	2 Days	\$15	USB SD Card Reader (x16)	2 Days	\$5		
<b>Tripod Accesories</b>			Audio-Technica AT 813 A	2 Days	\$15	Muslin Background 10"x12" - Black	2 Days	\$10		
Black Tripod Camera Dolly	2 Days	\$5	Sony ECM-44B	2 Days	\$15	Westcott Backdrop 10"x12" - Blue	2 Days	\$10		
Velbon DL - Z Tripod Dolly (x2)	2 Days	\$5	<b>Audio Accesories</b>			Blue/Green Screens (x2)	2 Days	\$10		
JOBY GripTight Mount (x3)	2 Days	\$5	XLR Cables (x5)	2 Days	\$15	NEC M300X Projector	2 Days	\$15		
iStabilizer smartMount	2 Days	\$5	<b>VR/AR</b> ....Coming Soon!							
microMount with microSpud	2 Days	\$5	Oculus Quest 2 (x8)						2 Days	\$15
Revo Shoulder CounterWeight 5lbs (x3)	2 Days	\$5	Magic Leap One						2 Days	\$15
Xuma Smartphone Mount (x30)	2 Days	\$5								

All equipment & prices may be changed at any time without further notice.