

DIGITAL CAMERA LENDING POLICY & AGREEMENT FORM

Because of its value, it is important that we outline rules for their use. The following are the rules for borrowing of digital camera:

1. Digital camera form should be turned in the school day of its actual use.
2. Digital camera may be checked out /returned by OHS – Olympian High School student only from 2:40 pm (after the last period of the day) – 7:20 am, Monday to Thursday (Unless otherwise agreed upon by the teacher, Mr. Dominguez and the student). Borrower of the digital camera must personally go to room 358 to claim the said item. Also, the borrower must return the digital camera personally to room 358. Digital Camera Borrower's Form marked as returned will be made on the basis that the said item has been returned in good working condition. **Checkout/Return proxies will not be accepted.**
3. Each user may only checkout a digital camera from 2:40 pm until 7:20 am. The digital camera should be returned to room 358 on or before 7:30 pm on the day after it was borrowed.
4. A fine of a lowered citizenship grade will be levied for an overdue item. If the digital camera is not returned said day, a sum of a letter grade in citizenship will be fined.
5. Borrowers will be charged for any damage done to the equipment while it is signed out in their name.
6. Borrowers will be charged for the full replacement cost (the digital camera cost \$500.00) if equipment is lost, stolen or destroyed while signed out in their name.

Borrowers who violate policies or demonstrate negligence will be denied future borrowing privileges.

I have read and accept the terms of the digital camera lending policy. I understand that I am responsible for the safekeeping of any OHS – Olympian High School equipment while it is signed out in my name, and that I will reimburse the school for any damage and/or replace equipment if it is lost or destroyed.

Student #: _____

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

Returned On (Date & Time): _____

Checked By (Mr. Dominguez or OHS VA teacher): _____

(Please bring this form prior to being lent a camera)