



Champlain Valley Union High School

Parent/Guardian Media Equipment Use Form:

Student's Name (please print): _____
(LAST) (FIRST)

Graduating Class: _____
(Example: 2011)

I give consent for my child to check out media equipment to be used for the duration of their enrollment at CVUHS. I agree to take financial responsibility for any damages or losses that may occur (including theft). I understand that reimbursement for loss or damages may reach but will not exceed \$1,000 per item.

CVUHS reserves the right to revoke these privileges at any time. A few of the actions that may result in the loss of privileges include: damage, loss, theft, late return, poor care, etc.

By signing this form you hereby agree to the terms listed above and are held financially responsible for any equipment signed out by your son or daughter.

Parent/Guardian Signature: _____
(DATE)

Phone #: _____
(Primary) (Secondary)

PLEASE NOTE:

- This form only covers equipment that is part of the Media Services department's inventory.
- All equipment is due back the following school day by the start of 1st block.

PLEASE MAKE A COPY OF THIS CONTRACT FOR YOUR RECORDS CONTACT THE CVUHS MEDIA SERVICES DEPARTMENT WITH ANY QUESTIONS: (802) 482-6918

Champlain Valley Union High School

Student Acknowledgement of Media Equipment Expectations

Student's Name (please print): _____
(LAST) (FIRST)

I have read and understand the following guidelines for the borrowing and use of audio-visual equipment from the Media Services department:

1. **Take care of this stuff.**
 - a. Know the proper care of the equipment.
 - b. Be conscientious in its use..
 - c. Protect it from theft.
 - d. Don't leave it in the cold.
2. **Know how to use it.**
 - a. Training is available.
 - b. If you don't know, please ask.
 - c. Certain items will require "certification" before loans are allowed, such as high-end camcorders.
3. **Make it available for all to use.**
 - a. Plan your shoots – know that you have something to shoot when borrowing.
 - b. Cancel reservations when you know you don't need it.
 - c. One school day loans only. Have it back by the following school day for 1st block.
4. **Manage your own media.**
 - a. Label your resources, and do not leave them in Media Services.
 - b. For digital storage devices, media must be downloaded and erased from camera within the sign-out time.
5. **Report back.**
 - a. Please test and confirm equipment operation before sign-out; immediately report problems.
 - b. When returning, report any malfunctions or quirks, if you encountered any.
 - c. Media Services phone # (802) 482-6918.

Student Signature: _____ (DATE)
