



# HONG KONG CHU HAI COLLEGE

## Department of Journalism and Communication

### Rules and Regulations for Equipment Borrowing Procedure

#### Users:

All JCM/ JAC/ JCC/ MA teachers and students are eligible to use the Crossmedia Studios and Multimedia Production Rooms. Separate applications are required for teachers and students from other departments.

#### Office Hours of Studio Management Office (Check-out and return of equipment):

<b>Monday to Friday:</b>	<b>09:30-17:30</b>
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#### Borrowing Procedure:

1. Students can apply for the **Equipment Borrowing Card** at Studio Management Office.
2. By submitting the completed Equipment Borrowing Card Form with **cash deposit (HKD\$500)** at the Cashier of the College, students can pick up the **Equipment Borrowing Card** after seven working days.
3. To borrow equipment, applicants must fill in the equipment request form. The application form can be obtained from Studio Management Office.
4. Applicants are responsible for making sure that the quantity of the equipment and verifying all the equipment are operating properly. If any problem is found, applicants should consult the Studio staff immediately regarding the condition / operation of the equipment. Applicants must sign the application form in person and submit the Equipment Borrowing Card (students) to complete the checkout procedure.
5. Non J&C Dept. students are required to pay a cash deposit of HKD500 to the Studio Management Office for every single borrowing.

#### Returning Procedure:

1. Applicants must bring all the equipment to complete the returning procedure.
2. Studio staff will check out the quantity of the equipment and verify all the equipment are operating properly upon the return of the equipment.
3. Having verified by the Studio staff, the equipment borrowing card will be returned to the applicant (J&C Dept. students).

#### Rules and Regulations:

1. Equipment is used for coursework only, using the equipment for other purpose is strictly forbidden.
2. Applicants can borrow the equipment for four working days at a time. No lending services for Christmas and New Year, Chinese New Year, Easter and Summer Holiday.
3. HKD\$100 as penalty for each day for the late return of equipment and will be deducted from the deposit directly.
4. Applicants should prepare by themselves for additional peripherals or accessories, such as extension units, batteries, and tapes by their own.
5. Applicants must safeguard the borrowed equipment and must not transfer it to other user for use.
6. If any damage is found upon the returning of the equipment, the applicant must fill in the 'Damage Form' for report. The applicants are held responsible for the total cost of replacement/repair of the damaged/lost equipment.
7. Check-out and return must be done by the applicant in person at the time and date requested.