

University of Southern Indiana Photography Services

CONTRACT AGREEMENT FOR CAMERA USAGE

Equipment renting

The camera that you are using is a Canon Powershot A590 IS and valued at \$200. It is complete with a one gigabyte memory card valued at \$11 and a camera case valued at \$13. At the date of rental, the camera will be inspected and prepped, with new batteries, a clean one gigabyte memory card and inspected. We provide you with a quality, well- maintained product. We are not responsible for the quality your images due to lighting concerns, or the photo technique you used.

Picking up/Returning Equipment

You may pick up or return the equipment at Photography Services during regular business hours. Photography Services is located in the Publishing Center. Please call ahead to make sure someone is available to check the equipment out to you.

Equipment will not be the responsibility of the mailroom or the courier to deliver or return. The camera and all it's components must be returned in person by 10 a.m. the following business day.

Equipment responsibility

The complete package you are renting, valued at \$224, is your responsibility when the equipment leaves the building. You will be responsible for any damaged or missing parts while the equipment is in your custody which begins when you leave and ends when returned, inspected, approved. Your department will be charge for damages or losses of the equipment.

Completion of the rental contract

The camera will be prepped for usage upon return of this contract. Please fax to the Photography Department at 465-1096. Contact Barbara Goodwin at 465-7130 upon completion of fax.

I, the lessee, agree to be bound by the terms and conditions of the rental contract. Charges will incur only if the equipment is determined to be damaged or lost.

Name_____

Dept/School_____

Account # U F N _____

Signature_____

Financial Manager signature_____