OWL LAB REGULATIONS:

• When individuals require use of equipment, requests should be made online in advance of the desired date. Do not assume that if you have sent an email or left a voicemail requesting equipment that you have reserved the equipment requested. Equipment is available on a first come, first served basis anytime it is not being used for classes.

• Equipment is checked out in 2 business-day increments. The lab is closed on weekends.

• Anyone more than 15 minutes late for her/his equipment pick-up will forfeit their reservation and may only check out equipment as a walk-in if the equipment required is available.

• Students must email or call before their scheduled time if they cannot make their appointment. If no notice is provided, the equivalent to a 1-day late fee will be applied for failure to pick-up equipment on first offense; privileges will be suspended for 7 days in second offense, 30 days for third offense, and remainder of semester for subsequent offenses.

• Students will be responsible for returning equipment and materials within the agreed upon rental period in their original condition. Rental extensions are available, but may not be granted depending on the demand of the equipment in question.

• Failure to return items on time will result in late fees, students may not check out equipment with outstanding fees. Privileges will be suspended for 7 days in second offense, 30 days for third offense, and remainder of semester for subsequent offenses.

• A failure to return equipment on time and/or failure to turn up for appointments repeatedly will result in suspended Owl Lab privileges.

• Instructors are informed about students who chronically return equipment late or fail to make their reservation times.

• A student’s record will be reset after every academic year.

• Students will be responsible for careful handling of all equipment, and for abiding by all rules and regulations governing the use of the facility.
SCHOOL OF COMMUNICATION EQUIPMENT CHECKOUT POLICY

During Your Equipment Loan:

- Students will be held responsible for damages to all equipment while it is checked out to them. This includes, but is not limited to: theft, abuse/misuse of equipment (both unintentional and intentional), neglect, or carelessness. Students will be responsible for paying Loyola University Chicago’s School of Communication a replacement charge for damage to or the loss of the equipment and accessories issued to them.

- Damage, destruction or loss must be reported to the School of Communication no later than the beginning of the next workday following knowledge of such damage, destruction or loss that you have caused. Any damages not reported and/or identified during the checkout process will be the responsibility of the new client.

- Borrowers may be held responsible for previous damages if damage is not identified during the checkout process.

Lost and/or Damaged Items

If the equipment you checked out is lost or damaged, you will be responsible for the cost of purchasing a replacement and/or the cost of repair to service the item(s).

Stolen Items

If the equipment you checked out is stolen, you will need to file a police report and University Incident Report. If you fail to return the equipment and do not submit a police report and a University Incident Report, you will be responsible for the cost of purchasing replacement equipment.