EQ Room Equipment Check In/Out Policy

Production Equipment

Note – Please pickup your equipment on the date that you specified on your order form

Thursday Pickup: You will receive a call Thursday morning to confirm your pick up date and time. Pick up times will fall between 1:30pm-5:30pm.

All orders are subject to the Watkin's Film School Class Schedule

Meaning that all school related classes will have priority when it involves the school’s equipment. This could possibly effect the date and/or time in which the students order will be available. If your order is unable to be completed due to this situation on your scheduled time or date; you will receive a phone call notifying you of the situation. Arrangements will be made with the student as to a new pickup date and/or time. There is the possibility that a Thursday pickup may be unavailable until Friday.

Friday Pickup: Equipment may be picked up on Friday from 10am-2pm.

Returns: All equipment orders will be given a return date and time. Every effort will be made to accommodate the student, but due to the class schedules; the time and date agreed upon by the student and the Watkin's Equipment Room upon pickup must be strictly adhered to.

All order forms for equipment must be approved by a Professor.

The Director of the film is responsible for all equipment.

Upon pickup, the Director of the film is responsible for checking all equipment, aided by his/her crew. The Director will be required to sign the equipment form. His/Her signature verifies that all equipment is present and in proper working condition.

FINES & FEES will be assessed to all Equipment that is not returned in the condition that it was in, when checked out by the Director/Production.

The Watkin’s Equipment Room understands that problems will arise that are beyond the control of the Director. All issues with the equipment, i.e. bulbs that burn out, flags that are damaged, broken stands, etc. will be negotiable. Meaning, as long as the damage was not done with a malicious intent, the Director will not be held responsible, as this is part of what your tuition covers.

HOWEVER, what is not negotiable, is missing equipment. This is why it is vital that all Directors personally check their orders. Once the Director signs his/her order form, they are responsible for what is on the form. If an item listed on your order form is not returned on your return date; you will be required to sign a Fines & Fees form, binding you to be responsible for the cost to replace that missing piece of equipment.

The signing of the Fines & Fees forms is optional by the student, though the signing of the original order form binds you to this debt as well. You will then be given the opportunity to pay this with a check or credit card. Failure to pay the amount you are bound to will result in the inability to register for classes for the next semester of school, and will remain thus until your debt is paid. Criminal actions will be taken against all unpaid debts.

In the case that the piece of equipment is found before the debt is payed; then the debt will be null and void and the Fines & Fees form returned to the student to dispose of. In the case that the piece of equipment is found after the debt is payed; the student will receive a full refund of their monies.