

# Gear Room Checkout Agreement- Terms and Conditions

Gear Room Phone (336) 278-5080

Hours: 7:30am-5pm M-F and Sunday 5pm-7pm

---

- **Eligibility and Card Requirement:**
  - Only students enrolled in a School of Communications course or affiliated with a Student Media Organization can use equipment. A valid Phoenix Card must be presented for equipment checkout.
- **Purpose of Equipment Usage:**
  - The equipment is designated exclusively for Communications Multimedia Projects.
- **Reservation System:**
  - All equipment reservations must be made using the WebCheckOut online system at <https://webcheckout.elon.edu/sso/patron/#/>.
- **Checkout Time Limits:**
  - Checkouts from Monday to Friday are subject to a **24**-hour time limit. Equipment must be returned the next business day. Weekend checkouts can be picked up on Friday and must be returned on Monday.
- **Renewals:**
  - Renewal of checkouts may be requested through WebCheckout. **Two renewals of 24** hours may be requested per checkout. Renewals are not guaranteed and may be declined. The maximum time limit per checkout is 5 days, including holidays, weekends, and renewals.
- **Appointment-Based System:**
  - Reserved times are considered appointments and reservations expire after one hour.
- **Late Returns and Fines:**
  - Equipment returned past the due date/time will incur fines. Late fees are automatically generated by the system. Late charges include an initial \$10 for the first minute, and an additional \$0.50 per hour thereafter. Overdue fines accumulate over weekends and school holidays. Fines may be paid with Phoenix Cash or transferred to the tuition account.
- **Test Equipment:**
  - Before leaving the School of Communications, students should check equipment functionality and presence of all necessary items. Returning equipment requires inspection by an Operations Assistant.
- **Assistance:**
  - For equipment or reservation assistance, email [TheGearRoom@elon.edu](mailto:TheGearRoom@elon.edu) or call the Gear Room at (336) 278-5080 during regular office hours.