

# Gear Room: Equipment Agreement

Gear Room Phone (336) 278-5080

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

Gear Room email: [TheGearRoom@elon.edu](mailto:TheGearRoom@elon.edu)

CLOSED 9:50-10:20am Thursdays for Team Meeting

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- **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](https://webcheckout.elon.edu/ss0/patron/#/) online system at <https://webcheckout.elon.edu/ss0/patron/#/>.

- **Appointment-Based System:**

- Reserved times are considered appointments and reservations **expire after one hour**.

- **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.

- **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.

- **Equipment Responsibility:**

Gear should not be left unattended or in a vehicle. Gear left in vehicles is at risk of theft and exposure to extreme temperatures. The Gear Room has a temperature gauge for scanning equipment and fees will be assessed for equipment measured below 40°F or above 100° F.

- **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.

- **Late Returns and Fines:**

Equipment returned past the due date/time will incur fines. **Equipment must be scanned in by the return time to avoid late fees.** 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. After 10 business days, full replacement cost will be charged. Overdue fines accumulate over weekends and school holidays. Charges will also be assessed for any damage or loss of equipment.

- **Payment of Late Fines:** Late fines can be paid with Phoenix Cash or by transfer to Bursar account.