

Student Equipment Rental Policies
Faculty of Animation, Arts, and Design

**Sheridan Institute of Technology
and Advanced Learning**

Faculty of Animation, Arts, and Design
Equipment Rentals
Policies and Procedures

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Equipment is reserved only for students who:

- Are an active student/employee at Sheridan College, are currently registered in one applicable FAAD program and are in good academic standing
- Have successfully passed and completed any relevant testing as stipulated by the enrolled program
- Follow the Sheridan Code of Conduct, individual program regulations as well as the Equipment Rental Policies and Procedures as set by Sheridan and FAAD
- Have no outstanding fees, outstanding equipment or suspensions associated with their Sheridan rental records
- Have a valid Sheridan OneCard and present it before all rental transactions

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EQUIPMENT USE PARAMETERS

Sheridan rental equipment is to be used to create and complete curriculum-based assignments, and school-sanctioned projects for student learning, free of charge.

Students enrolled in the Faculty of Animation, Arts, and Design (FAAD) and its respective programs will have access to designated equipment that coincides with their course and/or program. Students will also have access to sanctioned *general-use* equipment.

Sheridan equipment cannot be used under any circumstances by student's commercial productions, non-profit productions, third-party services or for personal gain and profit.

Misuse or abuse of equipment will be investigated and may lead to progressive discipline ranging from cancellation of equipment rental privileges up to academic probation.

RESERVING EQUIPMENT

Students must ensure student contact information (i.e. Sheridan email address and mobile phone number) are accurately registered with their Sheridan Central profile in the VimBiz equipment rental software used by all FAAD Equipment Centres. Failure to do so will prevent borrowing privileges.

Students may pre-book rental equipment prior to check out date. Depending on individual program rental procedures, students may be pre-booking equipment via their Program Technologist or at Equipment Centre.

FAAD has the right to update the FAAD Equipment Rental Policies and Procedures at any time. Faculty, Technologists, and Program Coordinators will advise students of changes to policies.

All student equipment/facility reservations are subject to change, based on curriculum, as well are subject to change by student and faculty demand.

RESERVATION RESPONSIBILITIES FOR STUDENTS

It is the responsibility of each student to ensure they receive authorization for the use of any equipment/facility from the appropriate Program Technologist. It is also the student's responsibility to reserve equipment by following the correct procedure outlined by the program in question.

Under no circumstances should a single student rent out all equipment for a major production. Technologists create Camera, Sound, Lighting, Grip rentals for major productions under the department key's name.

Students are responsible for ensuring equipment is booked well in advance to complete class assignments before their scheduled due date.

Students will **NOT** be allowed to reserve any equipment/facility during the Christmas break or after the last day of classes of each term without the written authorization of the Program Coordinator **and** Associate Dean.

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Under no circumstances will students be allowed usage of any equipment/facility after grades are submitted at the end of the academic year.

No equipment is to be signed out during the semesters associated with internships or co-op unless authorized by respective Associate Dean.

PICKING UP EQUIPMENT

Students must present a **valid** Sheridan OneCard to pick up equipment. Only the student whose name appears as the **Rented To** person in the rental booking/contract may pick up equipment.

CHECKING EQUIPMENT AT PICK-UP

It is the student's responsibility to check all their equipment before leaving the rental. Upon inspection, if the equipment is damaged or missing components, then the student must immediately report the problem to the Rental Technician.

Checking the equipment at pick-up ensures you will not be held responsible for any damaged or missing equipment.

A confirmation email, outlining your rental contract - equipment list, check-out time, and check-in time - will immediately be sent to the student's **Sheridan email** upon check-out. Note, the Equipment Rental Centres will only correspond with students to their Sheridan email account, not personal email accounts.

RETURNING EQUIPMENT

The student who rents for equipment is responsible for maintaining continuity and is accountable for the equipment. The student who rents the equipment is also responsible for returning all the equipment on-time and in proper working condition. The student whose name appears as the **Rented To** person in the rental booking/contract must be present for the duration of the equipment return.

No student to student switching of equipment is allowed, under any circumstance. Anyone student handing off equipment to another student remains responsible for the equipment.

Students must return all equipment on time and in-person to the rental centre. If the student is unable to return the equipment in person or at the scheduled time, they must notify the place of rental. **Under no circumstance will the Rental Technician be allowed to return equipment for a student.**

Students must return all equipment in working condition. If the equipment is deemed to be incorrect or dirty, the student will be asked to reset and clean the equipment.

Students must return equipment designated as a kit as a unit with the correct barcoded assets within the correct kit.

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EQUIPMENT RETURN DEADLINES

The equipment rental return deadline will default to 12:00 PM, unless otherwise noted. If a rental has a conflict with a class or an appointment, the student can request a different return deadline with the Rental Technician.

Students are responsible for ensuring the return deadline will not interfere with any scheduled classes.

A deadline for an equipment return is not an excuse to leave class early or not attend class.

Students must return equipment by the deadline agreed upon at sign-out. Rental windows are facilitated by FAAD programs to ensure all students can reasonably access technology for any assignment or production. Rental timelines per program will be listed in the FAAD Rental Procedures.

RENTAL EXTENSIONS

Students may extend their rentals until end of day of rental if noted prior to the rental check-in time. To extend the reserved rental, the student must contact the appropriate Rental Centre by phone, email, or in-person to extend their rental. An extension will not be granted if equipment has been pre-booked on another rental.

LATE EQUIPMENT RETURNS

When a student is late with their equipment return, they are to notify the Rental Centre as soon as possible. Extensions may be permitted depending on the rental agreement and program.

Students must contact the appropriate Rental Centre by phone, email, or in-person if equipment returns will not meet the return deadline.

PENALTIES FOR LATE EQUIPMENT

Failure to return equipment by the deadline will result in a "strike" on the student electronic record. A third strike will result in revoked borrowing privileges until signed off by the relevant Associate Dean.

No "strike" will be awarded if the student has made prior arrangements with the rental centre before return time.

Students who abuse borrowing privileges may receive academic or behavioural sanction(s) under the Student Code of Conduct.

Students will receive late equipment reminders to their SHERIDAN EMAIL. After 21 days, 3 written warnings, and if the equipment in question still has not been returned, the student's Sheridan Financial Account will be charged the replacement cost of equipment value in CAD.

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ABANDONED EQUIPMENT

Equipment that is declared lost at return time to the Rental Centre but later found by a third party will be categorized as abandoned.

All equipment declared lost or abandoned will be brought to the attention of the relevant Associate Dean.

Equipment declared abandoned could result in replacement cost charges to be borne by those who signed out the equipment and be inferred by the Program Technologist and Associate Dean.

OUT OF COUNTRY USE OF EQUIPMENT

Equipment owned by Sheridan College will not be permitted to be taken outside of Canada unless approved with written permission by the Program Coordinator, Program Technologists and Associate Dean. Equipment is NOT covered by the Sheridan Colleges insurance policy if taken outside of Canada.

USE OF SHERIDAN EQUIPMENT FOR NON-SHERIDAN PRODUCTIONS OR RELATED WORK

Under no circumstance should the rental equipment belonging to Sheridan College be used for external productions. The use of equipment belonging to Sheridan is for curriculum-based assignment work as well as school-sanctioned projects only. External rentals include: by students, staff or faculty for third-party commercial productions, non-profit productions, third-party services or for personal gain and profit. Such requests must follow appropriate FAAD access protocols and policies, including advanced management permissions where applicable.

REPORTING LOST OR DAMAGED EQUIPMENT

Students are expected to safeguard equipment and adequately care for it to prevent loss or damage. Students must report non-working, damaged or lost equipment to the Rental Centre so that the equipment can be repaired or replaced.

Equipment deemed damaged or lost due to Force Majeure may be repaired or replaced by Sheridan College.

Equipment deemed damaged or lost due to negligence may result in replacement cost charges to be borne by those who signed out the equipment and be inferred by the Program Technologist and Associate Dean.

All equipment declared lost or abandoned may be brought to the attention of the relevant Associate Dean.

DEALING WITH MALFUNCTIONING EQUIPMENT ON LOCATION

Should any equipment become damaged or malfunctioning, the student shall immediately contact the Rental Centre in question.

Students should not attempt to repair or modify equipment if it is damaged or malfunctioning.

The Faculty of Animation, Arts and Design is not responsible for any cost incurred for the loss of a shooting day(s) due to non-functioning or malfunctioning equipment.

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LIABILITY AND INSURANCE

The college provides a general insurance policy for damage beyond the deductible. In the event of loss or damage of equipment while in the student's care, students may be required to pay up to the insurance deductible amount.

The equipment replacement cost scale is a guideline to be applied at the discretion of the relevant Associate Dean, depending upon the circumstances surrounding the loss or damage.

Sheridan insurance policies will cover only Sheridan-sanctioned projects. A Sheridan-sanctioned project is one that has been:

- Assigned to a course as part of the curriculum or a sanctioned extra-curricular project
- Approved and signed-off by Faculty and Technologists for both scope, scale and Health and Safety
- Conducted by Sheridan students using Sheridan-owned equipment for execution of the project

MAKING A CLAIM

Students with equipment that has been damaged or lost will be reported to their Program Technologists, Program Coordinator and Associate Dean.

Students will work with the Decision Committee Program Technologist to find a resolution as per the Lost or Damaged Report – [Report of Lost or Damaged Equipment](#).

Under no circumstances will a student-acquired substitute for lost or damaged equipment be accepted as a replacement.

FAILURE TO RETURN EQUIPMENT

Students who fail to return by the end of the term will have a hold placed on their student electronic account and Sheridan financial account.

A student with an account in arrears will not be able to reserve equipment the following term, view grades or if it is the last semester of the program, graduate.

Students in arrears and needing to access equipment for assignments should meet with the Program Coordinator and Associate Dean to discuss alternatives.

FAILURE TO COMPLY WITH THIS POLICY

Anyone failing to secure the appropriate insurance coverage as required for any project or otherwise failing to follow procedures within this document may be held liable for full replacement value, depending upon the outcome of a thorough investigation.

Students in breach of insurance requirements may have production halted by Sheridan College, resulting in academic penalties such as loss of associated grades, failure in the course academic probation.

Students who disregard and fail to follow shooting plans following Health and Safety expectations as articulated during a Health and Safety script review may face academic and student code of conduct sanctions, including being barred from engaging in future Sheridan productions, behavioural contracts, or academic probation.