

EQUIPMENT RENTAL POLICIES

The equipment that the Nature Lab Advanced Imaging Center provides is shared by the entire RISD community. All users are required to take care of and return the equipment on time. Students must attend an equipment training session before they check out any equipment.

CHECK IN / CHECK OUT HOURS

Monday - Friday | 9:00 am – 4:30 pm

STUDENT CHECK OUT

1. Equipment may be checked out for academic use only.
2. All equipment is available on a first come, first served basis.
3. All equipment is due by NOON on the following day.
4. Call before noon to renew for one additional day.
5. Late returns incur fines by the hour, including overnight and on weekends.

We charge \$5 per hour for the first five hours after 12 pm on the day the equipment was due. After 5pm on the due day, charges will increase to \$10–\$30 per hour, depending on the equipment checked out, including overnight and on weekends.

6. Every checkout is based on an ID Card in our system.
7. Students and faculty assume responsibility for all lost, stolen, or broken equipment.
8. T.A.s for classes are responsible for the equipment they check out.

**For longer term loans please refer to our Faculty Checkout Policies.
Student long term loans need a reference letter from a faculty member and a project plan.**

FACULTY / LONG TERM CHECK OUT

For class / group assignment / field trip check outs, instructors are required to check out the equipment themselves, and will be responsible for all equipment used in class.

LATE FEES **Late is simply defined as “after the agreed check in time.”**

All late equipment will be assessed a fine of \$5.00 per hour for the first five hours after 12 pm on the equipment due date. After 5pm on the due date, Garmin borrowers will be assessed a fine of \$10.00 per hour; borrowers of all other equipment will be assessed a fine of \$30.00 per hour.

Checkout privileges will be suspended until late fees are paid in full. Late fees must be paid in full within 30 days to avoid continued suspension from checkout privileges. Invoices are to be paid at the Student Accounts Office. The Student Accounts Office will give you a receipt once you’ve paid the fine. Bring the invoice receipt back to the Nature Lab as proof of payment.

GRADES MAY BE WITHHELD pending payment of outstanding fees. Late fees accrue even when the Nature Lab is closed (excluding emergency school closings). Fees are assessed hourly starting at 12:31 pm on the day the equipment was due.

I understand that the Nature Lab, by default, will email me via my “risd.edu” address. As long as I have equipment out I understand I need to check my risd.edu email daily for any notices from the Nature Lab. Furthermore, I understand that if I do not want to use risd.edu I can enable email forwarding and/or give Nature Lab an alternate email address.

- YES** I will be using my risd.edu email and, while I have equipment checked out, I will check my email daily.
- NO** Here is my alternate email address: _____

I/The borrower has completely read and completely understand the Nature Lab’s equipment checkout policies. I understand that I am required to show my RISD identification card (ID) and I agree to allow the Nature Lab to place a sticker on my RISD issued ID. I agree that use of my RISD ID and sticker constitutes adherence to the Nature Lab checkout policies.