CFA Multimedia Lending

User Agreement

1) The user is responsible for all equipment they have checked out. They may be liable for missing or damaged equipment. It is the user’s responsibility to ensure that the consultant on duty has properly checked all equipment during the check out and check in process. **All checkouts are due back by 2 PM the next business day.** (e.g. Monday checkouts are due back Tuesday by 2 PM). Friday, Saturday, and Sunday checkouts are due back by 2 PM the following Monday. **If an item is overdue, a fine of $10 per item, per day will be assessed.**

2) The student authorizes the University to credit federal financial aid towards any additional charges that may result from the lending of this equipment including, but not limited to, late fees and replacement costs. The student understands that he or she may rescind this authorization at any time by submitting a written request using any one of the following methods: e-mail: thehub@andrew.cmu.edu, fax: 412.268.8084, or mail: Enrollment Services - The HUB, Carnegie Mellon University, 5000 Forbes Ave, Pittsburgh, PA 15213-3890. Authorizations and rescissions become effective on the day they are received by the HUB and may not be applied retroactively. **Fees assessed to students will be charged to their student account at the end of the assessment month.**

3) Faculty and staff members will provide an oracle account number or plaid cash card to Computing Services, towards any charges that may result from the lending of equipment, including late fees and replacement costs.

By signing below, I hereby acknowledge that I have read, understand, and agree to the above terms and conditions.

______________________________________________________________
Print Name

______________________________________________________________
Signature