

Terms and Conditions of Borrowing the Joint Society Camera (Version 1, 06/12/18)

1.Introduction

The following rules apply to the use of the EOS1100D jointly purchased by SUSU TG and SUSU Showstoppers, henceforth known as the camera and its accessories.

1.1 Enforcement of these rules are at the discretion of both committees

2.Booking

The camera will be made available to committee members, production team members and other approved persons from both society to borrow SOLELY FOR SOCIETY ACTIVITIES. These persons will be referred to as a 'borrower'.

2.1 The camera will not be made available to non-society members.

2.2 Bookings for the camera must be done through the camera booking form at:

[TG Link] or [Showstoppers Link]

2.2.1 Prior to borrowing the camera, a cash deposit must be place with the respective promotions officer of £10, which will be returned on the return of the camera.

2.2.2 In the event of preventable damage to the camera during use, this deposit will go towards any costs

2.3 The camera will be used solely for the activity that the borrower has specified in the booking form

2.4 Once usage of the camera is completed, the camera should be passed to the respective promotions officer

2.4.1 The borrower may pass the camera to other society members only if the promotions officer has been informed

2.4.2 The promotions officers reserve the right to refuse a booking to their respective society members, but NOT to opposite society members (I.e A showstoppers promotions officer does not have the right to refuse a member of theatre group, etc)

2.4.2 The promotions officer reserves the right to cut short a booking and take back the camera into their possession.

3.Liability

The camera and its accessories are the property of both societies. Both societies are responsible for the maintenance and upkeep of the camera.

3.1 Each society's promotions officer will be responsible for the safekeeping and maintenance of the camera

3.1.1 Any repair or replacement of the camera or its accessories will be facilitated by the promotions officers.

3.1.2 If any damage is not due to the fault of the promotions officer while the camera and its accessories are being held (I.e reasonable wear and tear) both societies are jointly responsible for any invoices for replacement and repair.

3.2 If a booking is successful, the borrower agrees to be held liable for the function of the camera and its accessories

3.2.1 If any loss or damage is discovered while in use, this must be immediately reported to a promotions officer.

3.2.2 If any damage is not due to the fault of the borrower while the camera and its accessories are being held (i.e. reasonable wear and tear) both societies are jointly responsible for any invoices for replacement and repair.

4. Responsible use of the camera

By using the camera, the promotions officer/borrower agrees to the following rules to facilitate responsible use of the camera and its accessories.

4.1 The camera and its accessories will be kept in the same camera bag when not in use.

4.2 The SD card

4.2.1 No other SD card other than the jointly owned SD card will be kept in the camera

4.2.2 Prior to passing on the camera, all photos and videos on the SD card must be deleted.

4.2.3 The next borrower or promotions officer has the right to delete any remaining photos or videos on the SD card without noticing the previous borrower

4.3 The battery

4.3.1 No battery other than the one present in the camera will be used with the camera

4.3.2 Prior to handover to the next borrower, the battery will be charged by the current borrower

4.4 The lens

4.4.1 The lens will be kept clean and only cleaned with glass cleaning cloth

4.4.2 When not in use, lens caps will be retained

4.5 If the aforementioned rules are not adhered to by borrowers, the promotions officer reserves the right to refuse further borrowing by the society member.

4.5.1 A borrower who has been refused further borrowing has the right to appeal to their society's committee.

