

# GRADUATE RESEARCH LAB

## Checkout Terms and Conditions

### **Checkout**

- A valid MICA Graduate ID card with a current semester sticker is mandatory to check out equipment.
- Students must fill out and sign and return a Terms and Conditions form before checking out equipment.
- Equipment must be returned at least 15 minutes prior to the time and due date listed.
- Some equipment may require special training or permission to check out.

### **Late fees and damaged or lost equipment**

- There is a \$5.00 per an hour per item fine for late equipment.
- Resulting in a \$15.00 per an item maximum daily fine.
- Fines accrue 24/7/365 regardless of MICA/Grad Lab operating hours/closures.
- You are financially responsible for equipment you have checked out.
- If an item is stolen, lost, destroyed, damaged or 10 days overdue while checked out to you, you are financially responsible for the equipment as outlined in the Student Replacement Policy.
- Until fees are paid, you may not checkout any additional equipment. All fees must be paid in full by semester end.
- Fines may take up to 24 hours to be removed from your account so plan ahead.

### **Reservations**

- Reservations must be made online at <https://checkout.mica.edu/patron#!/>
- Reservations must be made at least one week in advance of the pickup date.
- Reservations cannot be made over the phone.
- Online you may choose the date and time to pick up a reservation.
- Reservations expire one hour after your chosen reservation time.
- Once a reservation expires items in it are available for others to check out.

### **Student Replacement Policy for Lost, Stolen or Damaged Equipment.**

1. Students are responsible to cover the full replacement value of equipment that is lost, stolen or damaged that costs \$200.00 or less.
2. In addition to the first \$200.00 of loss, students are responsible to cover 10% of the value from \$201.00 up to \$25,000. The maximum a student will be charged is \$2,500.00. This responsibility is per occurrence.
3. Students are required to contact the department or check out center when equipment is stolen. Students must get a Police report if the occurrence took place off campus or contact Campus Safety for occurrences that occur on campus.
4. Equipment not returned after 10 business days from the due date will be considered lost. Students are responsible for the replacement value based on our policy.
5. Payment must be received by semester end and access to the Grad Lab checkout will be suspended until payment is received in full.
6. This Policy is per occurrence for lost, stolen or damaged equipment.

Name: \_\_\_\_\_

MICA ID#: \_\_\_\_\_

Student  Faculty  Staff  Other \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

MICA Email: \_\_\_\_\_@MICA.edu Other Email: \_\_\_\_\_@\_\_\_\_\_

Program of study: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

By signing this form you agree to the above terms and conditions and that all information provided is accurate, correct and current. Signing this form authorizes MICA to make necessary deductions from payroll and student accounts for late fees and replacement costs.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Access**

The Grad Lab, Equipment Checkout, Computer Lab and Print Lab resources are available for students enrolled in a graduate program at MICA. An active MICA Graduate ID card is required to enter the Grad Lab, to check out equipment or to use computer and printing resources.