



## MCAD Media Center: FINES AND FEES

All patrons (students, staff, and faculty) are subject to fines for late returns, lost or stolen equipment, and abuse of equipment, facilities, or policies. **This policy is in place to ensure that equipment will be available for those who have items reserved and is strictly enforced.**

Equipment	Same Day	Next Day	Third Day
<b>KITS:</b> Lights, cameras, sound recorders, laptop kits, camcorders, etc.	\$10	\$30	+\$10 Each Day
<b>ACCESSORIES:</b> Tripods, grip gear, cords, etc.	\$10	\$30	+\$10 Each Day
<b>MISC:</b> Not charging batteries (when noted on equipment case), tape left on easel, etc.	\$10		
<b>ABANDONED EQUIPMENT 1:</b> Leaving equipment abandoned at the MC window and/or not waiting for it to be fully checked in	\$10 First time	\$30 Each repeated time	
<b>ABANDONED EQUIPMENT 2:</b> Leaving equipment abandoned in any area of the school (including studios) for ANY length of time	\$10 First time	\$30 Each repeated time	
<b>REPAIR:</b> Item is damaged while checked out to you, but is repairable	\$ Cost of repair		
<b>REPLACEMENT:</b> Item is lost, stolen, or damaged beyond repair while checked out to you	\$ Cost of replacement		
<b>Studio/Suite Misuse:</b> Damage to studio sweeps, lights, equipment, not cleaning up after use, etc	Determined by MC senior staff based on infraction. Including, but not limited to:  Damaged facilities/equipment: \$ Cost of repairs  Studio/Suite cleanup: \$25 minimum  Sweep repainting: \$75 half-sweep (top or bottom), \$150 full sweep		