



Biola University Production Center Facilities and Equipment Use Agreement

- I have read the Production Center Manual. In exchange for the privilege of using Production Center equipment and facilities, I agree to be bound by the terms stated in the Production Center Manual.
- Specifically, I agree that any unauthorized presence in the facilities, and especially the Equipment Room, and/or any unauthorized use of equipment or facilities will be dealt with severely, including revoking my privileges.
- I agree to exercise proper care and abide by all rules and procedures in the Production Center Policy & Procedures Manual when using Production Center equipment. I agree to be financially responsible for lost, stolen or damaged equipment in my care, as follows:
 - (a) If I have exercised proper care and followed all rules and procedures in the Manual, I shall be liable for up to \$750 for any loss or damage incurred.
 - (b) If the loss or damage is the result of my failure to exercise proper care, my failure to follow the rules and procedures in the Manual, or any intentional act on my part, I shall be liable for the full value of the loss or damage incurred.
 - In either case, Biola University agrees to waive any right of subrogation by its insurance carrier against any student checking out equipment under this Facilities and Equipment Use Agreement.
- I agree that it is my responsibility to return equipment at the time I agree to, and should I fail to do that, I understand that I will forfeit my deposit. If the fine is greater than the deposit, I promise to pay the balance in full.
- I understand and agree that all rights, title, and interest in the productions made with the use of Biola equipment, insurance, and facilities shall be the sole property of Biola University.
- I agree that I will use Biola equipment according to Biblical standards and Biola's standards of conduct.
- *I have fully read, understand, and agree to abide by this Biola University Production Center Policy and Procedures Manual in its entirety.*

Student Signature

Date

Name (Please Print)

Student ID Number

Major

Address

City

State

ZIP

Phone

E-mail

OFFICE USE ONLY

Biola Signature

Date