

35 Keyes Ave San Francisco 94129	<b>DIGITAL CAMERA CHECK-OUT FORM</b>	The Bay School of San Francisco Digital Media Lab
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<b>Instructions</b>
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<b>Form</b>	Please complete this form, get necessary signatures and return to Karen Hellyer prior to using or checking out a camera.
<b>Eligibility</b>	Only current Bay School students with valid photo ID can borrow a digital camera.
<b>Availability</b>	Cameras are available on a first-come first-serve basis. It may be checked-in / out from Karen Hellyer. Contact <a href="mailto:khellyer@bayschoolsf.org">khellyer@bayschoolsf.org</a> or 415-561-5800 ext. 165 for more information. The maximum checkout period is <b>12 weeks (one trimester)</b> .
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Failure to return the camera within the specified time will result in late fines.</li> <li>2. The borrower is responsible for the replacement of any piece of equipment not returned, damaged or lost.</li> <li>3. The camera should not be exposed to rain, sand, dust, temperature extremes, etc.</li> <li>4. The camera must be used for academic purposes.</li> <li>5. If the equipment received at the time of checkout is defective, please bring it to the attention of Karen Hellyer immediately.</li> </ol>

<b>Identification</b>
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<b>First Name</b>		<b>Last Name</b>	
<b>Student ID</b>		<b>Phone</b>	
<b>TBS Email</b>			
<b>Advisor</b>			

<b>Authorization</b>
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<b>I give authorization to the student listed above to use a Bay School Media Lab digital camera.</b>	
Parent Name and Signature _____	Date _____
My signature below indicates that I have read this form and agree to abide by the above regulations.	
Student Signature _____	Date _____

<b>Date checked out</b>		<b>To be returned on:</b>	
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Out	Item #	Description	In
		Nikon P50 Digital Camera w/case (\$200.00)	
		Canon EOS Rebel XSI Digital SLR w/case (\$800.00)	
		Medium compact Tripod (\$65)	
		GorillaPod mini tripod (\$30)	
		GorillaPod SLR tripod (\$50)	
		SD 2 GB Memory Card	

Questions? Email <a href="mailto:khellyer@bayschoolsf.org">khellyer@bayschoolsf.org</a>
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