



Lab Use Registration Form

First Name:_____ Last Name:_____

Street Address:_____ City: _____

State:_____ Zip:_____ Home Ph: _____ Work

Ph: _____ Cell Phone: _____

Email Address: _____

Current Rates for Lab Usage:

* Lab use includes use of computers, software, scanners, printers (prints charged separately), DVD copier, mini-dv players, VHS-to-mini-dv player, DVD player, rotary trimmer and headphones.

AVA Members Lab Membership: FREE

AVA Student Members Lab Membership: FREE

Non-AVA Members: \$15.00 per hour

*AVA accepts cash, check, or credit card (Visa, MasterCard and AmEx)

*Lab Memberships may also be purchased/renewed at www.avarts.org.

*All lab memberships start at the time of payment.

Lab Usage

The AVA Media Lab is open for use by AVA members and the general public for a fee. Computers are available for Internet navigation, word processing, photographic and video editing, graphic design, web design, etc.

First time users of the AVA Media Lab must read and sign our contract, pay the appropriate fee, and complete a brief orientation with the lab monitor.

To use the computers, users must have a photo I.D. and sign-in with the lab monitor at the beginning of every session. Users must also sign-out at the end of every session and pay any subsequent fees that occurred during session (i.e. printing fees or hourly charges past pre-paid, reserved time for non-members).

Computer Workstation Use

Computers are available for use
Tuesday, Thursday and Saturday 12:00 – 5:00 PM
and Wednesday from 12:00 – 8:00 PM

- (1) Computer Stations are available for use in 30 minute blocks. The last reservation of the day will be 30 minutes before closing time (i.e. Wednesdays at 7:30). Reservations are not required, but are recommended.
- (2) Computer stations can be reserved up to one month in advance. You can reserve equipment in person, by phone (423.265.4282 ext. 102) or by e-mail (medialab@avarts.org).
- (3) If a station is reserved, the user must pay for all time reserved.
- (4) If you cannot make your reserved time, you need to call the media lab monitor (423.265.4284 ext. 102) at least one hour in advance to cancel your reservation.

Media Lab Terms of Use

Any and all users of the AVA Media Lab will agree to abide by the following rules:

- (1) Minors under the age of 13 must be accompanied by a parent or legal guardian while in the AVA Media Lab.
- (2) NO FOOD or DRINK allowed in the lab.
- (3) A lab monitor is on staff during all lab hours. The lab monitor is available to assist and help with questions and problems. If you require continuous one-on-one instruction, the lab monitor, other AVA staff members, and instructors are available for \$35 per hour (ask monitor about available programs and scheduling).

- (4) Report any problems concerning malfunctions in hardware or software to the lab monitor.
- (5) The equipment is under your responsibility during your session. If any equipment, hardware, or software is misused, abused, broken or stolen during your session, you will be charged an appropriate replacement or repair fee.
- (6) All files should be removed from the hard drive at the end of each rental period. It is advisable to purchase an external hard drive, flash drive, or CD/DVDs for this purpose. The computer hard drive will be wiped clean once a week. AVA is not responsible for any damage to external hard drives, flash drives or CD/DVDs, which may occur when using the computers.
- (7) DO NOT open or change any files, folders, or other work saved on computers.
- (8) While using the AVA lab, it is prohibited to violate the computer system or network integrity (including attempts to bypass network security functions, obtain passwords, or alter the configuration of the workstations in any way). You must have permission from the lab monitor to change any administrative settings.
- (9) Downloading, copying, installing or deleting programs, applications and/or software onto or from the computer hard drives is prohibited without permission from the lab monitor (most requests will be denied).
- (10) While using the AVA lab, it is prohibited to represent oneself as another person online, use the internet to transmit obscene, threatening or harassing materials, send unsolicited electronic mail ("Spam"), propagate computer worms or viruses, violate copyright laws or licensing agreements, or violate any federal, state, or local law.
- (11) There is no guarantee of privacy or safety while using the Internet.

- (12) Misuse of a computer may result in loss of computer privileges and possible prosecution.
- (13) AVA reserves the right to refuse service to anyone at anytime.
- (14) User agrees to hold AVA and its employees and agents harmless from and against any and all losses, damages, claims, demand or liability of any kind or nature whatsoever arising from the use, condition or operation of any and all equipment and spaces in the AVA Media Lab.

Equipment Rental Policies

Pick up

Tuesday (from 3 - 5)
 Wednesday (from 3 - 5)
 Thursday (from 3 - 5)
 Saturday (from 3 - 5)

Due back

Thursday (from 12 - 4)
 Saturday (from 12 - 4)
 Saturday (from 12 - 4)
 Tuesday (from 12 - 4)

* Equipment can be rented out between 12 - 3 as long as it is in stock and not reserved.

Late Return Policies

- (1) Equipment that is overdue will be charged \$10 per hour past the time due.
- (2) If the equipment has not been turned in by closing (5:00 pm) on the date due, the renter will be charged another full rental fee for the item.
- (3) If an item is reserved by another party, and the renter does not return the item on the day that the item is due, a \$25.00 penalty charge will be assessed on top of the late fees and rental charge.
- (4) The rental fee, and late charges, will continue to compile until the item is returned or until AVA has received the full replacement price for the item.
- (5) No shows for equipment reservations will incur a \$20.00 fee.

Clean Room Rental Times

Tuesday, Thursday and Saturday from 12 – 4:30
Wednesday from 12 – 7:30

* The Clean Room is available for reservations and rental in 30-minute blocks. The last reservation or rental of the day will be set 30 minutes before final rental time (i.e. Wednesdays at 7:00).

* If the clean room is reserved, user must pay for all time reserved.

* No shows for room reservations will incur a \$20.00 fee.

Collateral

All renters of equipment are required to leave a photocopy of a current driver's license or I.D. and a major credit card. These will be kept on file. Should funds be required to replace an item that is lost, stolen, or damaged during the rental period, the credit card will be charged. PLEASE NOTE: Check cards, bankcards, and debit cards cannot be used as collateral.

First time Renters

First time users must fill out and sign the rental contract stating that they understand and agree to the policies and procedures of the media lab. Once contracts are signed, you are ready to make a reservation or rent equipment (screen rental does not require deposit).

Equipment Rules

- (1) Handle all equipment with the utmost care.
- (2) Do not operate equipment in extreme temperatures and keep all electronics away from liquids. You will be charged for any necessary equipment repairs or replacement due to damage or neglect.

- (3) Never leave equipment sitting for long periods in an unattended car.
- (4) DO NOT attempt to repair equipment if it breaks or malfunctions while under your care!!! Please return the equipment during open lab hours and inform the lab monitor of the problem you have encountered.
- (5) Return equipment in the same condition you received it. Neatly coil all cables and cords, replace all covers or lenses, and make sure all equipment is off and in its proper case.

Reservations and Rental

- (1) You can reserve equipment, clean room, computers, etc. up to one month in advance. You can reserve equipment in person, by phone or by e-mail. If you can not make it in to pick up your reservation at the time reserved, you need to call the media lab monitor at least one hour in advance to cancel your reservation. No shows for checkout or station/room rental will incur a \$20.00 fee.
- (2) At checkout, you must sign a receipt that includes a list of all rented equipment, the return date, time and the charge for all rented items.
- (3) Each item available for checkout and rental has its own set price.
- (4) During checkout and check-in, you must remain present while the monitor tests and checks every item to ensure it is working properly.
- (5) If you are unsure about the proper operation of a piece of equipment, ask the monitor for help.
- (6) All fines will be enforced! Equipment that is overdue will be charged \$5 per hour past the time due. If the equipment has not been turned in by closing (5:00 pm) on the date due, the renter will be charged another full rental fee for the item. If another party reserves an item, and the renter does not return the item on the day that the item is due, a \$25.00 penalty charge will be assessed on top of the late fees and rental charge. The rental fee, and late charges, will continue to compile until the item is returned or until AVA has received the full replacement price for the item.

- (7) Extenuating circumstances on late returns will be considered only if the lab monitor is notified before the equipment is past due. Phone calls to the lab must be made during official lab hours.
- (8) Access to the lab and rental may be revoked if you fail to bring back equipment on time, fail to show up for reservations, or abuse the equipment.
- (9) Extension of equipment rental is allowed only if you stop by or call the lab ahead of time and equipment is not already reserved. Payment for the extension must be paid by the original due date. You can pay by cash, check, or card in person, or credit card over the phone for your extension.

Payment

Accepted methods of payment for rental of equipment, clean room and computer stations are credit card, debit card, cash or check. Full payment is due at checkout. There will be a \$35.00 fee for bounced checks.

Rental payment is due at time of equipment checkout (if renting clean room you must pay for your reserved time before use, then settle-up for any extra time over the reserved time at the end of the session). All access to lab equipment, computers and clean room will be placed on hold until all late fees; reservation fees and equipment repair/replacement fee are paid in full.

Responsibilities

Renter is responsible for all equipment from checkout until the equipment is checked in. Please sit with the monitor during checkout and go through equipment with the monitor. Make sure every piece of equipment is present and in good condition and working order. Bring up any questions or problems to the monitor before checkout has been processed. As soon as checkout has taken place, the renter is fully and financially responsible for the equipment.

The renter must notify the AVA Media Lab immediately if any equipment is lost, damaged, destroyed or stolen. Upon return of the damaged equipment, AVA will make a determination of the extent of the damages and the required repairs. AVA shall

determine, in its sole discretion, whether equipment shall be repaired or replaced, and that determination shall be binding on the renter. Should AVA determine that the equipment must be replaced, the renter will be responsible for the cost to replace the item(s) with the same item or closest comparably equipped model, at current retail price, without deduction for depreciation.

No warranty or guaranty – except as provided by law, equipment is rented without warranty or guaranty of any kind, express or implied.

Renter agrees to indemnify AVA and its employees and agents harmless from and against any and all losses, damages, claims, demand or liability of any kind or nature whatsoever arising from the use, condition or operation of any and all equipment and spaces in the AVA Media Lab.

Renter agrees to indemnify AVA and its employees and agents harmless from and against any and all losses, damages, claims, demand or liability of any kind or nature whatsoever arising from the use of tape or other recording media sold by AVA, including any damage to equipment owned by renter or any third parties. AVA makes no warranty as to the quality of any tape or other recording media. In the event that a tape or other recording media sold by AVA is defective, AVA shall only be liable for replacement of the tape or other recording media.

Spare Lamps and Batteries

There is no charge for spare lamps or batteries provided that burnt-out bulbs or dead batteries are returned to AVA. A charge will be made for missing bulbs and batteries, broken bulbs or filaments, or excessive burnouts.

User Agreement

I hereby agree to comply with the above contract and will follow all of the rules and regulations set forth in the AVA Media Lab. I will also follow any and all directions given to me by the lab monitor or AVA authorized staff.

Name (print):

Name (signature):

Date: _____