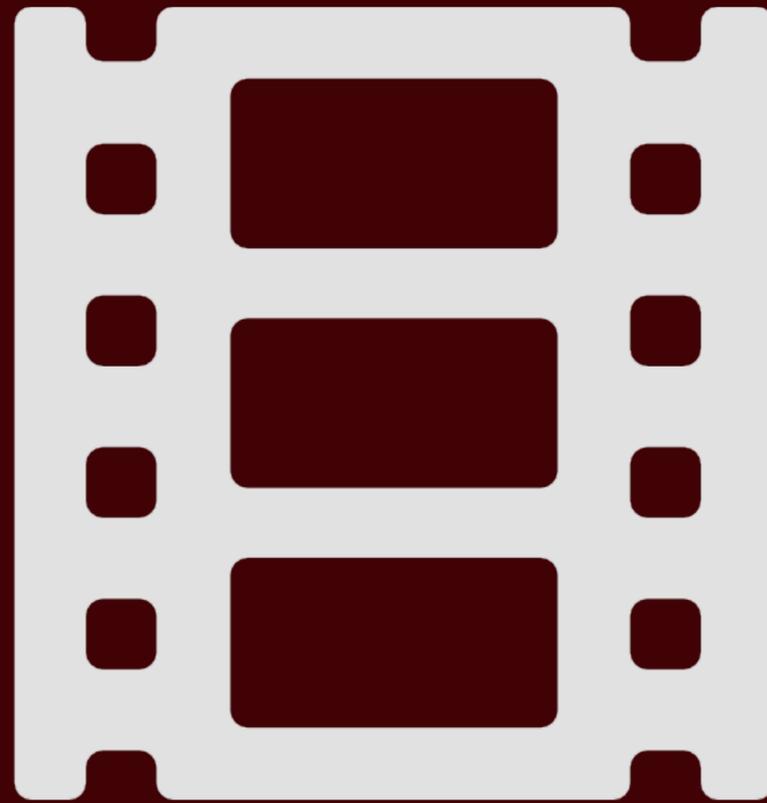


# MADT Equipment Reservation System Procedures and Policies



# Introductions

## **Zak Jann**

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# Checkout Room Basics

**Write This Down!!!**

**Checkout room location:** Tehama 340

**Checkout Room Phone:** 530-898-5989

**Email:** Cdescheckout@gmail.com

**Hours of Operation:**

Monday-Wednesday-Friday

Check-in: 11am-12:30pm

Check-out: 1-3pm



# The Registration Process:

## (This is New)

### The Process:

#### **Registration:**

You must Register before you can make a reservation. You must go to: <https://mediaarts.csuchico.edu/>.  
(Allow for 24 hours for your registration to be completed)

#### The ways you can register:

1. Go to any computer on campus and enter <https://mediaarts.csuchico.edu/>. Then click on the registration tab
2. There is a computer located in the checkout room(**Tehama 340**)
3. Go to the checkout room(**Tehama 340**) during off hours and use the kiosk that is mounted on the door.

\* When filling out the online information please make sure you fill out all the boxes with current and accurate contact information.

\* Please be patient



# The Reservation Process

## **The Process:**

1. To make a reservation go to <https://mediaarts.csuchico.edu/>. You can access this website from any computer on campus or use the Kiosk on the door of (Tehama 340).
2. Click or touch the reservation tab then click on the BookingPOINT\_Main file.
3. Enter your username (**If you have registered your username will be the email you provided**)
4. The default password is 1234 and once you login you will be prompted to change your password (**Make sure to use a password you will remember**)

After you have made your reservation. Arrive at the equipment room during checkout times, which are: **M-W-F Check-in: 11am-12:30pm Checkout: 1-3pm (Write this down!!)**. If you show up before 1pm you will **not** be given equipment.

Once you have received the equipment make sure it works and has all the components before you leave the checkout room. For example, if you checkout a DSLR Camera make sure you have a battery, the camera turns on and has the lens and lens caps, battery charger, strap and the transfer cable are in the bag. (**Once you leave the checkout room you are liable for the equipment**)

# Understanding Check-in

## Check-in:

**Step 1:** Make sure you return all the equipment!!! All the parts and pieces must be returned.

**Step 2.** Return equipment during check-in times which are M-W-F Check-in: 11am-12:30pm

Checkout: 1-3pm (Write this down!!)

## Understanding Check-in:

If you Checkout equipment on Monday it will need to be returned on Wednesday

If you Checkout equipment on Wednesday it will need to be returned on Friday

If you Checkout equipment on Friday it will need to be returned on Monday

\*If you cannot return the equipment on time, please let us know and we can make accommodations for you to turn in the equipment to us directly. Please make an effort to get the equipment back during the defined check-in times.

**\*If something gets broken let either Rob, Zak or The checkout technician know right away!!!!**



# You Break it, You Buy It!!!!

- If you break a piece of equipment, let us know ASAP!!!
- You will be responsible for replacing the equipment that is broken or lost.
- If you cannot afford to replace the equipment that was lost or broken we will work out a payment plan you can afford. Your grades will be held till you pay off the equipment.



# 3 Strikes and You are out!!!

(New this Year)

- Every time you fail to bring back equipment on time you will earn 1 demerit
- If you do this **3** times your account will be locked and you will not be able to checkout equipment without your faculties permission.
- So keep this in mind when you decide to not show up on time.



Are there any Questions??????

