

Jactech Loans

Terms and Conditions

Please familiarise yourself before loaning equipment

1. ELIGIBILITY, BOOKINGS & CANCELLATIONS

1.1 To be eligible to book and hire equipment from Jactech, you must be a student currently enrolled in a relevant course under the School of Communication and Arts at the University of Queensland (UQ).

1.2 Students must possess a current UQ student card and be able to present the same to staff members when picking up booked equipment.

1.3 To be eligible to book and hire advanced equipment, including but not limited to Canon DSLR/mirrorless cameras and XF100s, students must have completed either the Photography or Video Production MaPS workshops and have sufficient permission.

1.4 All bookings must be made in advance via our website. Walk-in bookings will not be permitted.

1.5 The student who has made the booking online must personally sign out and sign in all hired equipment.

1.6 If a booking is made in error or is no longer required, it is the Student's responsibility to cancel the booking or get in contact with Jactech prior to the loan collection time.

2. CONDITIONS OF USE

2.1 Students agree to take full responsibility for all equipment hired from Jactech and agree to return the hired items in the same condition and with no missing items as when they were hired out.

2.2 Students are responsible for checking the condition of hired equipment kits at the point of collection before signing the loan form and agreeing to all loan terms and conditions.

2.3 Hired items not returned as per their original condition will be deemed to be lost or damaged and may incur a charge for their replacement. This includes but is not limited to items such as cables, lens caps and bags that have suffered impact damage, paint chips, scratches or any other forms of damage.

2.4 These conditions of use also apply to the booking and hiring of Jactech facilities, such as audio and podcasting booths.

2.5 Jactech shall not be liable for any damages or liability as a result of the Student's use or misuse of the equipment. You agree to indemnify Jactech and UQ for any such liability, even if the rented items are subsequently found to be faulty.

2.6 The renter is not to use the equipment in circumstances where it may be affected by rain or other corrosive atmospheric conditions.

2.7 The renter is not to take the equipment out of Australia without prior knowledge and written approval by Jactech, MaPS or relevant authorities.

3. HIRE PERIODS

3.1 All equipment is hired for a period of 3 business days to be calculated on a "time out" basis. This means that if an item is booked and collected during the 1pm opening shift at Jactech, it will be due for return during the 1pm opening shift on the due date.

3.2 All equipment is only available for hire during university teaching weeks and is subject to availability.

3.3 If equipment which has been booked becomes unavailable, then Jactech will endeavour to provide similar equipment, but cannot guarantee to do so. Availability of equipment to

honour bookings depends on the prompt return of the equipment in working order from the previous Student's hire.

3.4 Students who do not return gear by the due date will have their user accounts suspended and will be restricted from making any future loans in accordance with the Jactech Late Returns policy below.

4. RENTAL EXTENSIONS

4.1 Students may request **ONE** loan extension of the hired equipment.

4.2 All extension requests must be made at least **ONE BUSINESS DAY** before the due date. Any extension requests made the day equipment is due will be denied.

4.3 If Students require equipment for a prolonged period, a request must be submitted to Jactech before making a booking.

4.3.1 All prolonged loan extension requests will be reviewed on a case by case basis in conjunction with the MaPS manager.

4.4 All extension requests must be made in writing to Jactech@uq.edu.au.

4.5 Extension requests are dependent on equipment availability and approval is not guaranteed.

4.6 Written response from Jactech is needed to confirm the approval of an extension request.

4.7 All extensions are limited to a maximum of three days.

4.8 Extensions within peak demand periods may be granted in extenuating circumstances, such as:

4.8.1 Medical reasons

4.8.2 Compassionate circumstances, such as illness or bereavement of a close family member.

4.8.3 An email from your course coordinator detailing extenuating circumstances

4.9 Students agree that the above policy may be subject to change at the discretion of the Jactech and MaPS team, especially when faced with exceptional circumstances.

5. LATE RETURNS

5.1 Hired equipment will be considered late 24 hours after it's due date and time

5.2 Late return of borrowed equipment will result in the suspension of the Student's borrowing access.

5.3 The suspension will last for eight teaching weeks.

5.3.1 The eight weeks span across semesters where appropriate

5.4 The suspension may be lifted if the equipment is returned and any of the following criteria are met:

5.4.1 Retrospective extension request granted in exceptional circumstances after consultation with the MaPS Manager.

5.4.2 Medical reasons

5.4.3 Compassionate circumstances, such as the illness or the unfortunate event of a loved one's passing.

5.4.4 An email from your course coordinator detailing extenuating circumstances.

6. NON-COMPLIANCE

6.1 Students agree that any failure to return overdue hired equipment within ten business days from the date that the Student's borrowing rights are suspended will result in the case being escalated to the Media and Production Support Manager to review for student misconduct.