



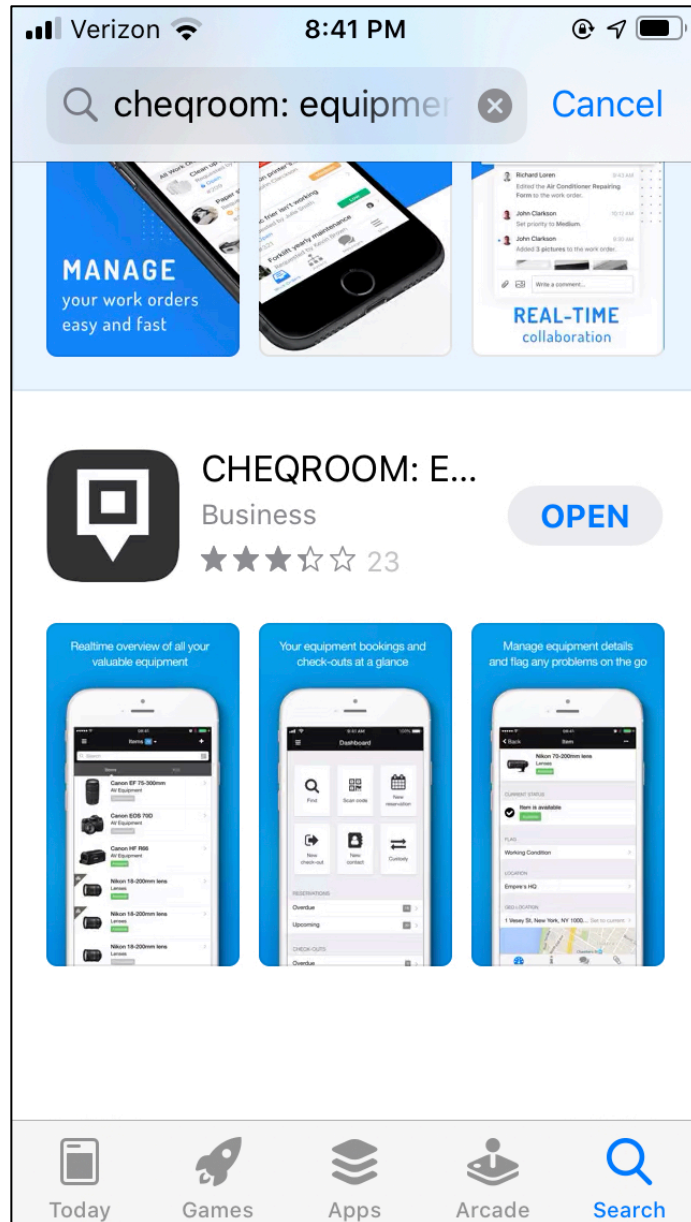
COMMUNICATION ARTS

VALDOSTA STATE UNIVERSITY

Cheqroom

VERSION .01



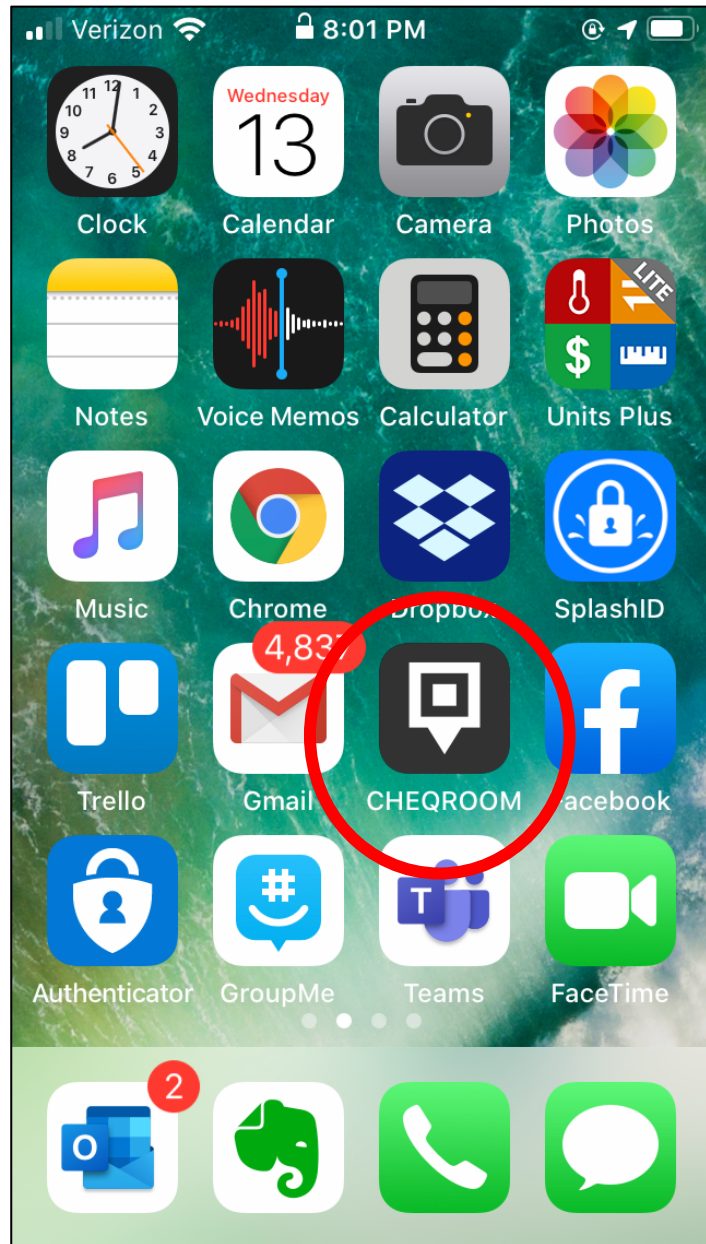


Installation of phone or tablet App

Download the Cheqroom to your phone or tablet.

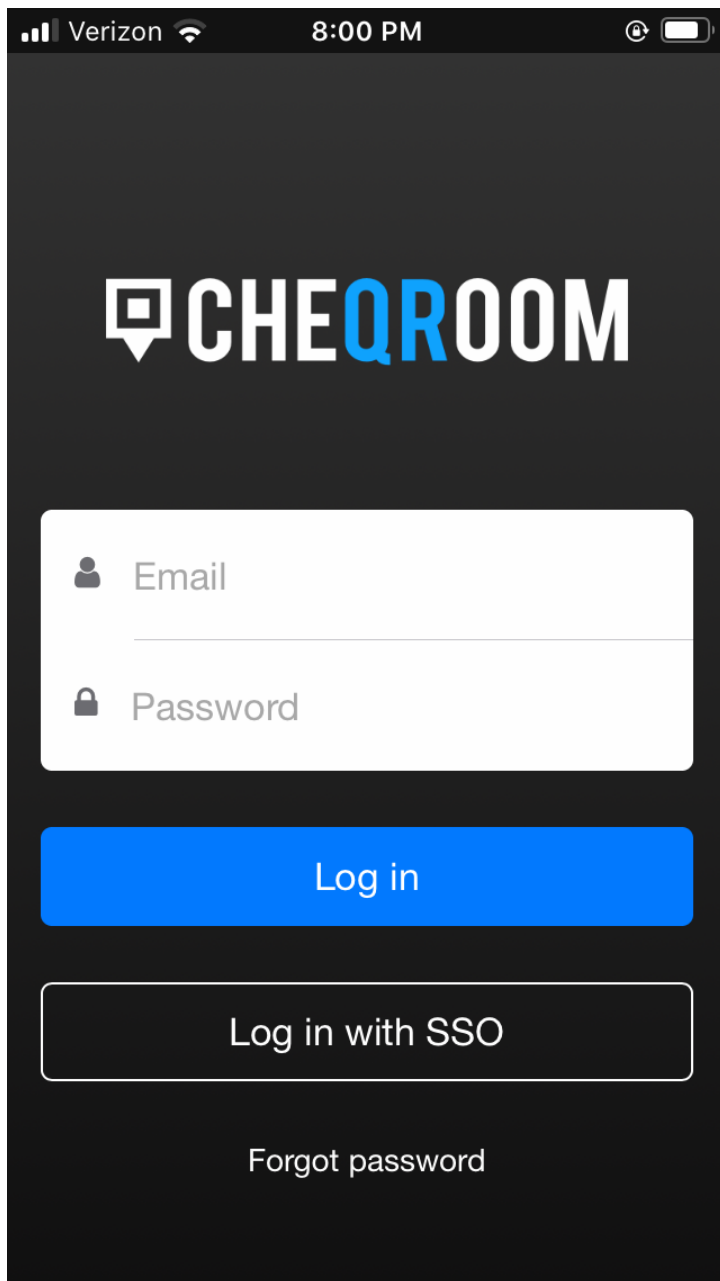
Android and iOS versions available





Start the App

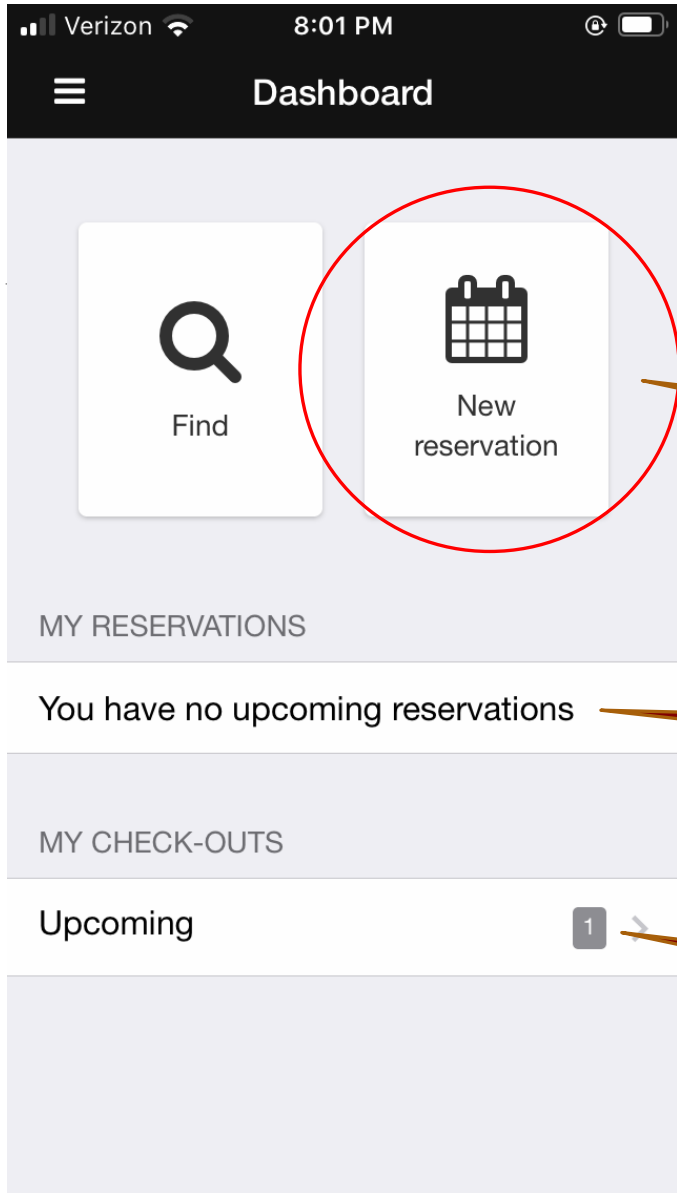




Log in to the App

Use your VSU username and password





Dashboard

Make a
new
reservation

Upcoming
reservations

Make a
new
reservation



Cage hours and equipment rules

Cage is open

- Monday through Thursday 8:30 am to 5:00 pm
- Friday 8:00 am to 3:00 pm

Reservation Rules

- Reservations can only be made in four-hour increments.
- Reservations made for pickup after 1:30 pm Monday through Thursday may be held overnight. Equipment must be returned by 9:00 am the following day
- Reservations made for pickup after 11:30 am on Friday may be held over the weekend. Equipment must be returned by the following Monday at 9:00 am
- Reservations are canceled if not picked up within 30 minutes

Check-in rules

- Late fees and fines begin 15 minutes after equipment due time
- Fines will be coordinated through Bursary



Make a reservation

Verizon 8:01 PM

Reservation

Location Set location >

From From date >

To Until date >

Contact Mark B

+ Add item or kit

>

Reserve

Location to pickup
equipment
Select VSU MM
Building

Start date and time
for the reservation

End date and time for
the reservation

Make sure you are the
contact

Select equipment to
reserve



Verizon 8:04 PM

Reservation

Location VSU MM Building >

From Mon 8:15 am >

To Mon 12:30 pm >

Contact Mark B

+ Add item or kit

>

Reserve



Verizon 8:05 PM

Cancel Add item or kit Add

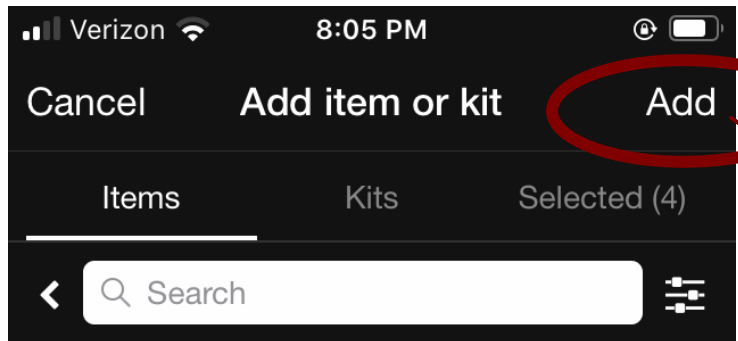
Items Kits Selected (4)

Search

Batteries	94	>
Camera	31	>
Case	14	>
Chargers	23	>
Digital Recorder	22	>
lenses	35	>
Lighting	21	>
Microphones	41	>
Mixer	2	>

Select equipment





Adding equipment

Add item

Selected items



Verizon 8:06 PM

Reservation


Location VSU MM Building >

From Mon 8:15 am >

To Mon 12:30 pm >


Contact Mark B

+ Add item or kit




CAMCORDER
w/microphone
Camera

×




LIGHT KIT - 3 lights
Lighting

×



BOOM MIC
Microphones

×



Reserve

Complete Reservation

Make
Reservation




Reservation Notice

Equipment reserved for **Mark**

RESERVATION-0015 - 1 items

Location: VSU MM Building
From: April 17th 2020, 7:45 pm
To: April 18th 2020, 8:00 pm

Item	Serial number	Code
	Test camera	123412341234
		d9830471


[Go to reservation](#)



Reservation Confirmation

A new PDF was generated for your Reservation
(attached)

Location: VSU MM Building
From: April 15th 2020, 9:30 am
Due: April 15th 2020, 11:45 am

Item	Serial number	Code
	Canon D 40 DSLR	123456
		fc84edbd

[Go to reservation](#)

[Unsubscribe](#)



Reservation Checklist





Valdosta State University
Communication Arts



Checklist for Reservation **#RESERVATION-0046**

Reservation	RESERVATION-0046
Contact	Mark B mgborzi@gmail.com
From → To	2020-04-17 00:15 AM → 2020-04-17 00:30 AM
Items	1

		Item	Category	Kit	Code	Check
1		Canon D 40 DSLR 123456	Cameras			<input type="checkbox"/>




Reservation Notices

Your reservation is due for checkout in 10 minutes

RESERVATION-0042 - 1 items

Location: VSU MM Building
From: April 15th 2020, 9:30 am
To: April 15th 2020, 11:45 am

Item	Serial number	Code	
	Canon D 40 DSLR	123456	fc84edbd

[Go to reservation](#)

[Unsubscribe](#)

Email notices sent:

One hour before reservation start

Ten minutes before reservation start

30 minutes past reservation start

Reservations are canceled if not picked up within 30 minutes.



To check out equipment

Please bring

- Your VSU OneCard
- Your phone or table with reservation checklist accessible

For Fall 2020 checkout

- Make sure you are wearing a mask
- Use hand sanitizer before touching equipment or signing tablet



To start a checkout

Access the reservation checklist with the QR code.

The Cage assistant will scan the code.

The Cage assistant will retrieve the equipment.

The Cage assistant will generate a checkout loan agreement

The person making the reservation is required to sign the agreement

The student will receive an email with a copy of agreement.





Valdosta State University Equipment Loan Agreement



Borrower: Mark
mgborzi@valdosta.edu

Checked out at: 2020/04/15 09:20
Due back at: 2020/04/15 11:45

I reviewed the Equipment Loan Policies outlined in my course syllabus, in the program production manual, or available at {insert URL}.

I acknowledge receipt of the equipment listed below, to be in good condition except as otherwise noted.

I will return the equipment by the due date and time. I understand that if I do not, I will be charged all applicable late fees.

I agree to assume full responsibility for the equipment checked out to me. I will return the equipment in the same condition as I received it. If anything is lost or damaged while I am using it, I will be charged for the repair or replacement of the damaged equipment. The replacement cost for each item is listed below.

I understand that the equipment I am borrowing is for VSU class purposes only. Use of equipment for personal business is a violation of the Student Conduct Code.

My signature below acknowledges that I have read and agree to the terms above. It also indicates that I understand this agreement.

Item	Model	Brand	Serial number	Replacement Cost
------	-------	-------	---------------	------------------

Signature

Loan Agreement with signature




Email prompt equipment due

Your check-out was due back **an hour ago**

CHECK-OUT-0007 - 1 items

Location: VSU MM Building
From: April 15th 2020, 9:20 am
Due: April 15th 2020, 11:45 am

Item	Serial number	Code
	Canon D 40 DSLR	123456
		fc84edbd

[Go to check-out](#)

Notice equipment due:

- One hour before due
- 30 minutes before due
- 15 minutes after due
- One hour after due



Equipment fully checked in for **Mark B**




CHECK-OUT-0013

Location: VSU MM Building

From: May 13th 2020, 6:49 pm

Due: May 18th 2020, 7:00 am

Confirm equipment check-in

Item		Serial number	Code
	CAMCORDER w/microphone	175V6852	0 2001 42982673
	LIGHT KIT - 3 lights		0 2001 42981055
	TRIPOD	R0194625	0 2001 42984562

[Go to check-out](#)



Broken equipment

When equipment is returned, it is inspected using equipment/kit checklist

- Broken items will be reported to the Production Assistant for review
- Production Assistant will send an email to the student and Department Head explaining the damage and possible actions (replace or pay for repairs/replacement).
- The Production Assistant will meet with the student to discuss options.
- After the meeting the Production Assistant will provide an agreement for the student to sign agreeing to the negotiated conditions for repair/replacement.
- If the student does not fulfill the agreement, a hold will be placed on the student's account until the conditions are satisfied.

