



# COMMUNICATION ARTS

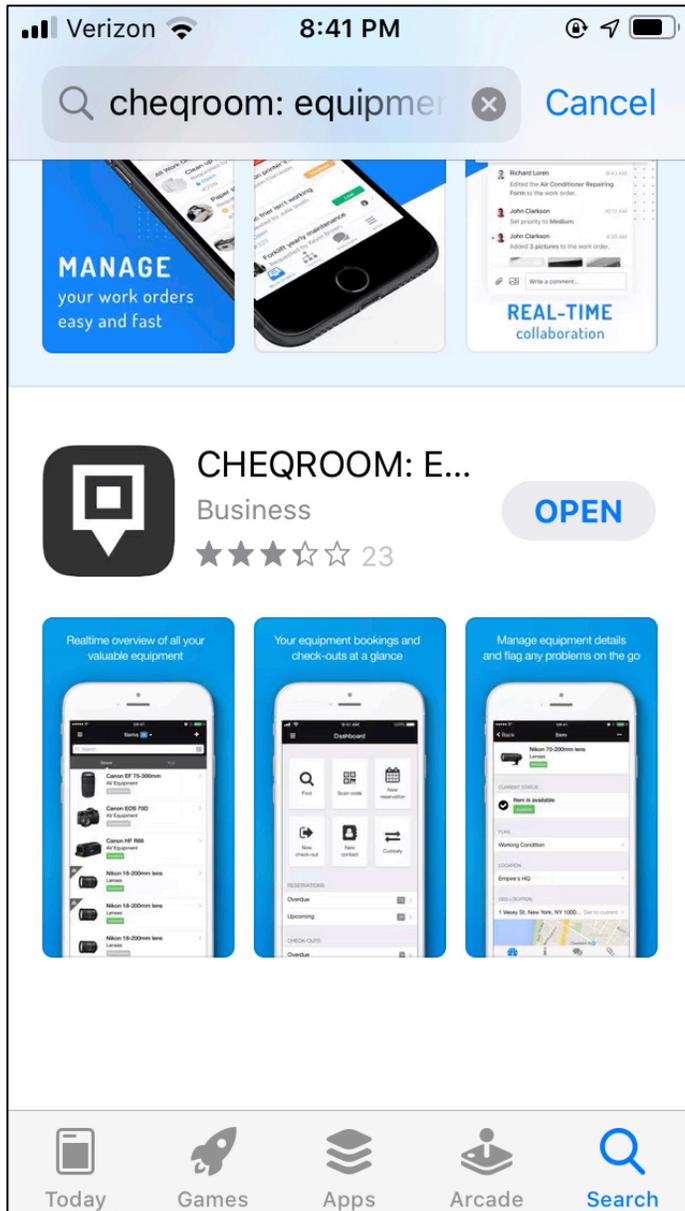
VALDOSTA STATE UNIVERSITY

# Cheqroom

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VERSION .01



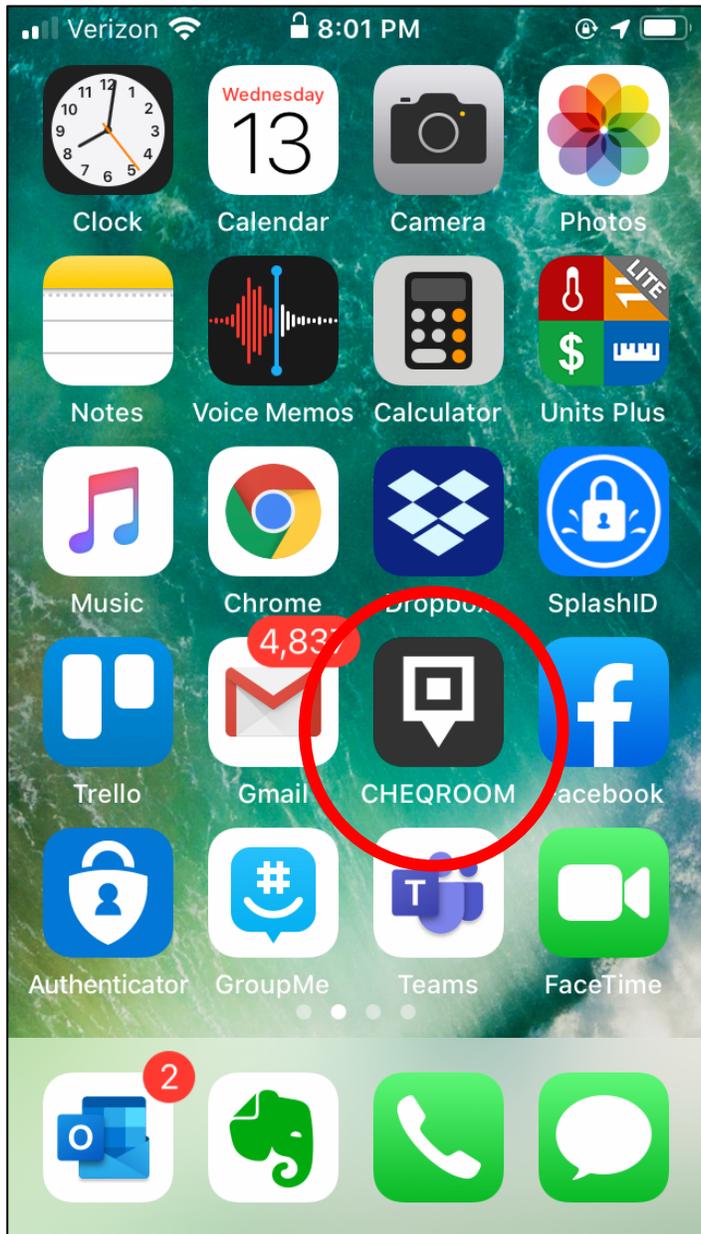


# Installation of phone or tablet App

Download the Cheqroom to your phone or tablet.

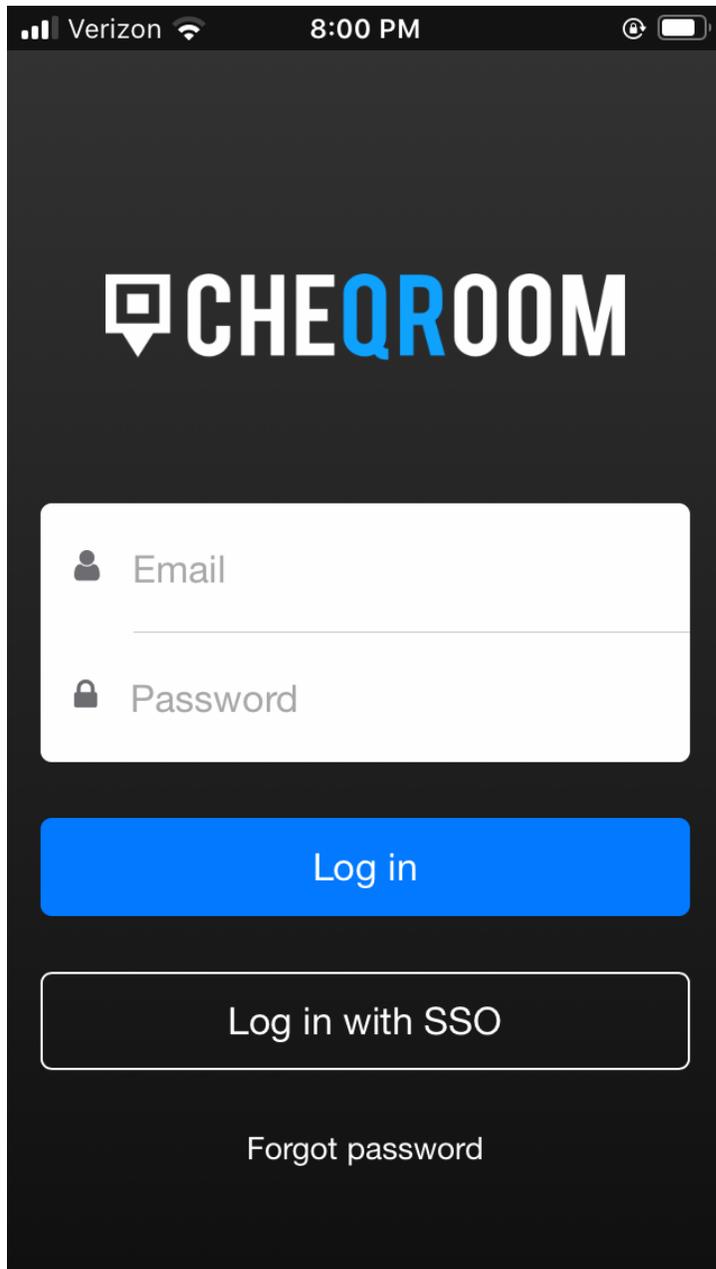
Android and iOS versions available





# Start the App

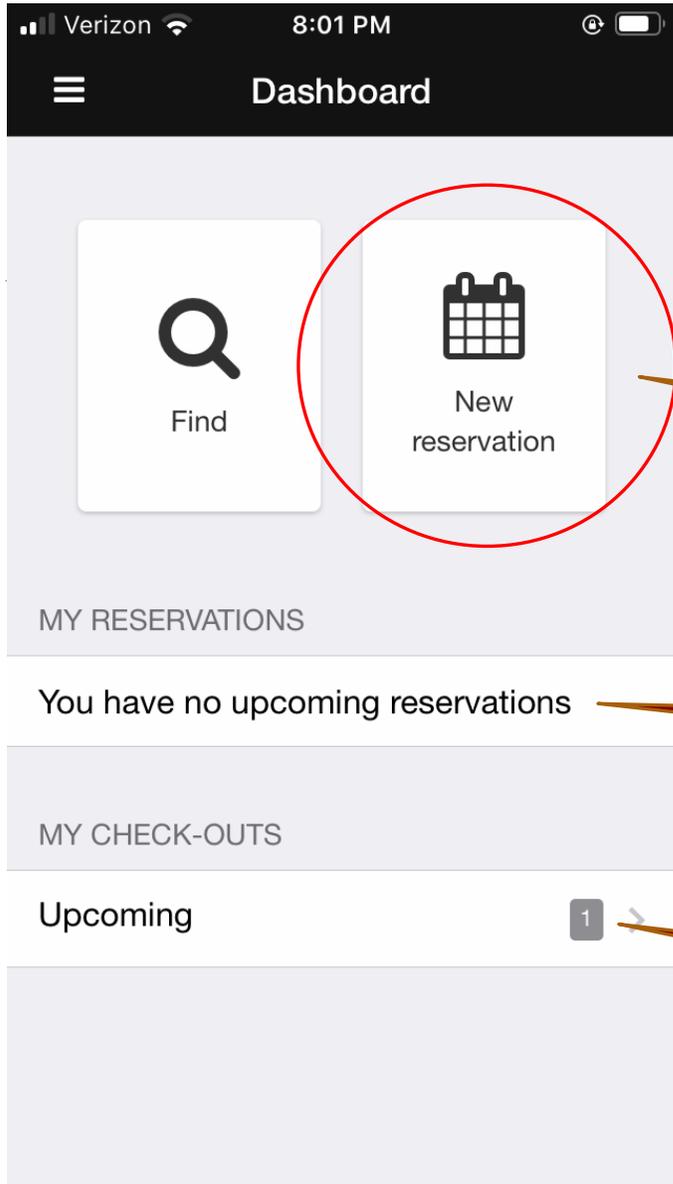




# Log in to the App

Use your VSU username and password





# Dashboard

Make a new reservation

Upcoming reservations

Make a new reservation



# Cage hours and equipment rules

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## Cage is open

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

## Reservation Rules

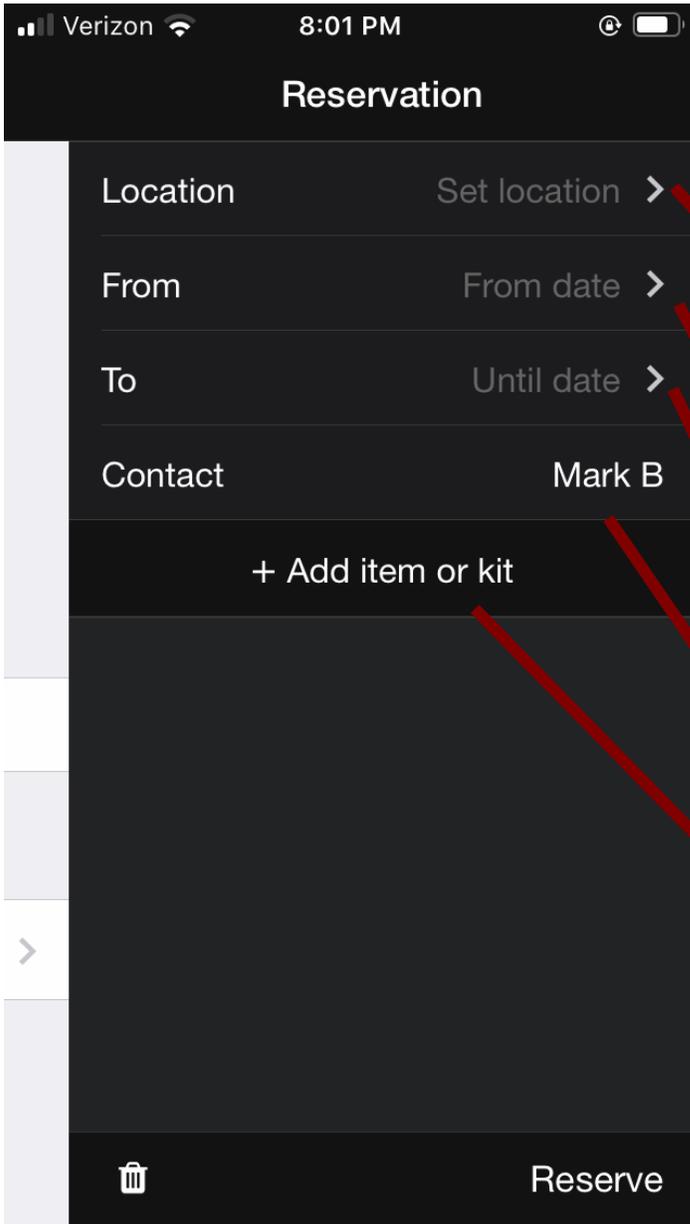
- Reservations can only be made in four-hour increments.
- Reservations made for pickup after 1:30 pm Monday through Thursday may be held overnight. Equipment must be returned by 9:00 am the following day
- Reservations made for pickup after 11:30 am on Friday may be held over the weekend. Equipment 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



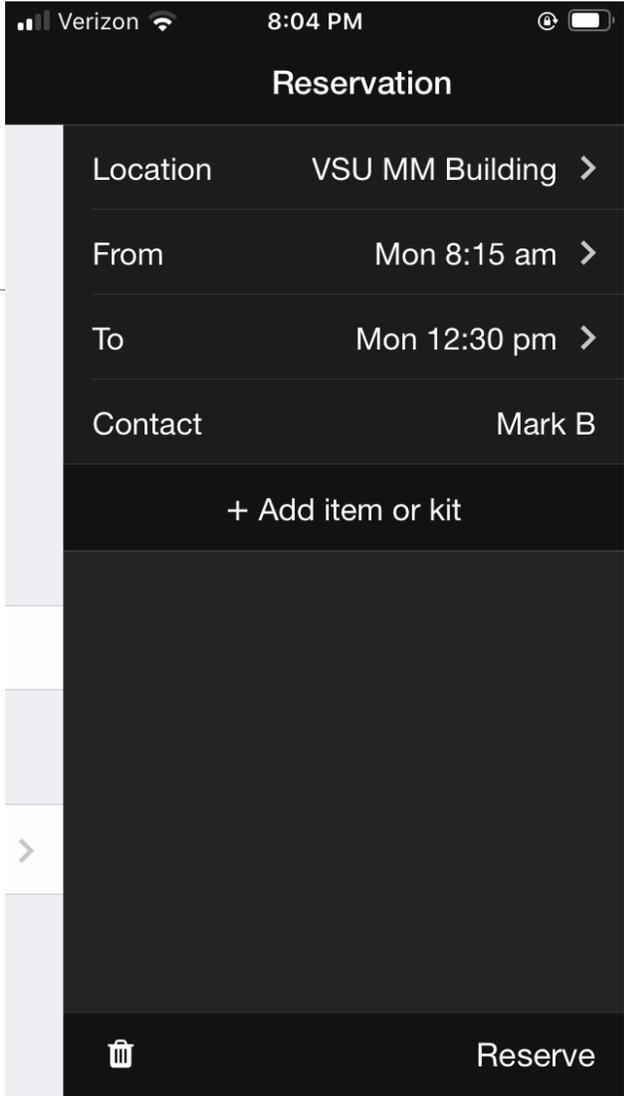
Location to pickup  
equipment  
Select VSU MM  
Building

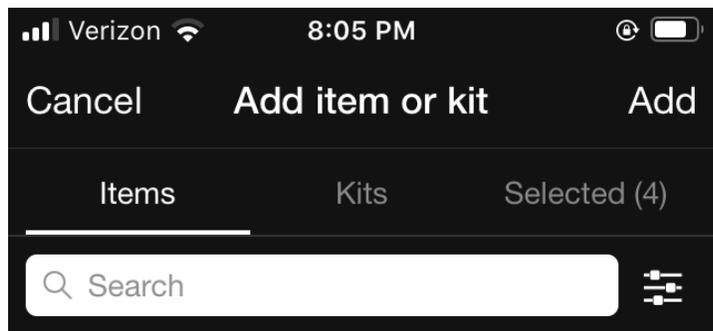
Start date and time  
for the reservation

End date and time for  
the reservation

Make sure you are the  
contact

Select equipment to  
reserve

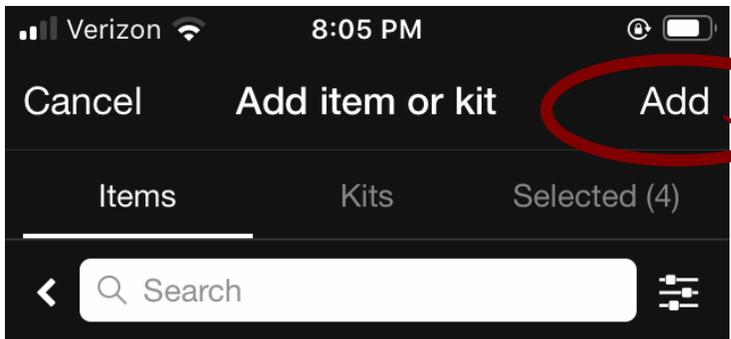




Batteries	94	>
Camera	31	>
Case	14	>
Chargers	23	>
Digital Recorder	22	>
lenses	35	>
Lighting	21	>
Microphones	41	>
Mixer	2	>

# Select equipment



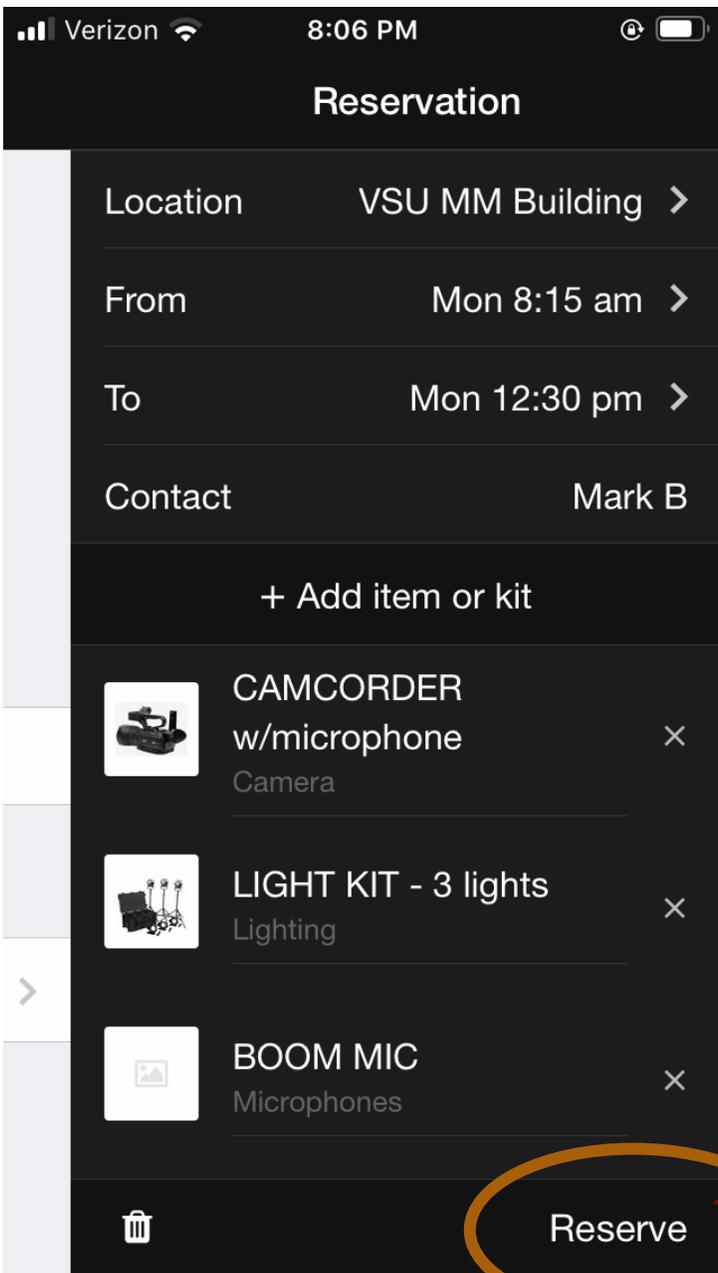


# Adding equipment

Add item

Selected items





# Complete 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**



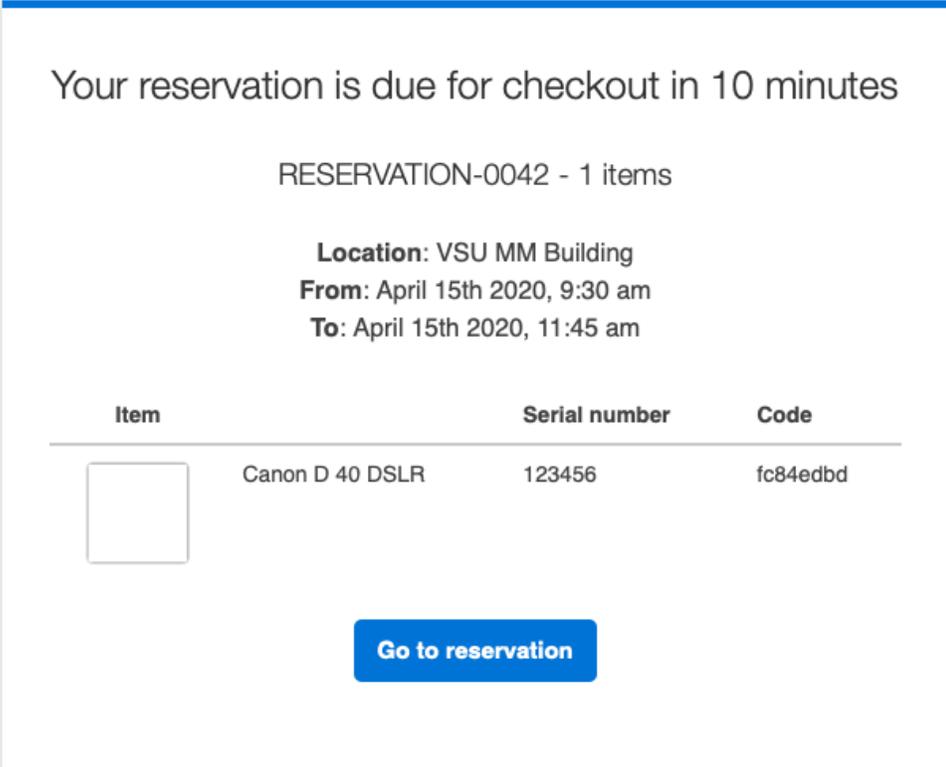
## **Checklist for Reservation #RESERVATION-0046**

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

		<b>Item</b>	<b>Category</b>	<b>Kit</b>	<b>Code</b>	<b>Check</b>
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

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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

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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



# Loan Agreement with signature

**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 acknowledges 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
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### 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

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](#)

# Confirm equipment check-in



# Broken equipment

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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.

