Photo Arts Equipment Reservations

Available to students currently enrolled in Photographic Arts classes.
Access equipment reservation: ucentral.genbook.com or GenBook App
Via Web Browser

1. ucentral.genbook.com : COM 104

2. Select all desired equipment categories
3. Select equipment items from 1st category.

UCentral & Photo Arts

100 North University Drive COM104, Edmond, OK, 73034

50 ❤
Educational Institution

Book

<table>
<thead>
<tr>
<th>APPOINTMENT</th>
<th>Contact</th>
</tr>
</thead>
</table>
| 1. Advanced Cameras  
2. Lenses | 1. Staff  
2. Staff |

Date & Time
Details

Canon 7D
Canon 6D Mark II
Canon 5D Mark II
Canon 5D Mark III
Nikon D300
Nikon D810 #2
Nikon D810 #1
Nikon D810 #1
4. Select equipment items from 2\textsuperscript{nd} category.
5. Select the date and time you’ll pick up equipment.

GenBook only allows you to make reservations one day at a time. You will need to make your reservation two dates in a row for a full two-day checkout. Check that the items you wish to reserve are available two consecutive days on the calendar. Unavailable days will be greyed-out.
6. Enter contact info, notes for Lab Manager, & click “Book”.

UCentral & Photo Arts
100 North University Drive COM104, Edmond, OK, 73034

Appointment
- 1. Advanced Cameras
- 2. Lenses
- 1. Canon 5D Mark II
- 2. Canon 50mm f/1.4 E...
- Thu, Aug 6 at 11:00AM
- Thu, Aug 6 at 05:15PM

Enter your details

Name:
First name: John
Last name: Doe
Email: amackey5@uco.edu
Country: +1 Phone: 4059745887

Additional info
I need to reserve an SD memory card as well. Thank you!

‘Book’ will finalize your booking

Book
7. Review Confirmation & Rules.

Your booking has been confirmed! A confirmation email is on its way.

Appointment summary

1. Advanced Cameras
2. Lenses

Thu, Aug 6, 2020 at 11:00am (CDT)

Customer Information

John Doe
(405) 974-5887
amackey5@uco.edu

Confirmation message(s)

MCOM Equipment Confirmation:
Equipment is only to be checked out by students currently enrolled in Photo Arts and ProMedia classes at UCO. Requesting student is financially liable for loss and/or any damages beyond normal wear-and-tear to any loaned equipment. During the check-out process, requesting student will review all equipment for any loss and/or damage to equipment to limit liable responsibility. Students who have not paid previous UCentral or Photo Arts "donation notices" will not be allowed to reserve equipment for any purpose until all donations are paid in full. Donations are paid at the Bursar Office at the Night University Center. Please bring a receipt of payment to lift restrictions. Students who fail to comply with any requirement of this agreement and/or comply with the policies set forth in the UCO Code of Student Conduct (wwwuco.edu/student-affairs/conduct/files/codeofconduct.pdf), could temporarily or permanently lose the privilege to use any and/or all equipment. The UCentral and Photo Arts general managers reserve the right to amend this agreement at any time.
Appointments may be changed or cancelled from confirmation e-mail.

Add calendar reminder.
Via Mobile App

1. Locate & “favorite” correct location: COM 104

2. Select “appointment”.
3. Select all desired equipment categories.

4. Select equipment items from 1st category.

5. Select equipment items from 2nd category.

<table>
<thead>
<tr>
<th>Equipment Category</th>
<th>Equipment Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Photo Cameras</td>
<td>Canon 7D, Canon 5D Mark II, Canon 6D Mark II, Canon 5D Mark III, Nikon D300, Nikon D810 #1, Nikon D810 #2</td>
</tr>
<tr>
<td>Advanced Cameras</td>
<td>Canon 85mm f/1.8 EF USM #1, Canon 50mm f/1.4 EF USM #2, Canon 28mm f/1.8 EF USM #1, Canon 28mm f/1.8 EF USM #2</td>
</tr>
</tbody>
</table>
6. Select the date you’ll pick up equipment.

7. Select the time you’ll pick up equipment.

8. Enter contact info & notes for Lab Manager.

GenBook only allows you to make reservations one day at a time. You will need to make your reservation two dates in a row for a full two-day checkout. Check that the items you wish to reserve are available two consecutive days on the calendar. Unavailable days will be greyed-out.
9. Review & click “Confirm Appointment”.

10. Set calendar reminder and read loan agreement.

☆ Upcoming & past reservations can be reviewed within the “Bookings” tab.

Reservations can be changed or canceled from “Bookings” tab as well.
Check-Out Procedure

1. Student will sign an “Equipment Loan Agreement” at the beginning of each semester before receiving any equipment or using facilities.

2. Student will use ucentral.genbook.com to reserve and request equipment at least 30-minutes prior to check-out.

3. Items may be checked out from COM104 from 10 a.m.-5:00 p.m. on weekdays. Photo Facility hours are subject to change.

4. Check-out time-limit for most items is 2 days. Items are due back at 10 a.m. on due date.

5. Weekend check-out begins Friday and items are due back by 10 a.m. the following Monday.

6. Upon check-out, the student is responsible for inspecting equipment for errors, missing items, & damages to limit liability.

7. Number of items checked out at one time may be limited to what is reasonable/fair, at the Photo Lab Manager’s discretion.
Check-In Procedure

1. Beyond normal wear-and-tear, the student is financially liable for the replacement of any lost or damaged equipment.

2. Students who do not abide by the time-limit for loaned equipment or do not show up for their reservation will be subject to a 3-Strike Policy:
   - **Strike 1**: Warning. Student must complete & sign a form acknowledging they understand the facility’s policies.
   - **Strike 2**: Prohibited from using facilities or equipment for 1 month.
   - **Strike 3**: Prohibited from using facilities or equipment the rest of the semester.

3. Students who return bags that are excessively dirty, wet, or have smell of cigarette smoke will be charged $10.00.

4. Student will review the returned equipment with the lab monitor to check for damaged or missing equipment.

5. The lab monitor will take possession of loaned equipment when the student signs their name on the “check-in sheet”. Student will be made aware of any financial responsibility at this time or via email.
Photo Arts Equipment Loan Policy

• Photo Arts equipment is based on a first-come first-use system. Equipment availability is not guaranteed.

• Photo Arts equipment is for Photo Arts class assignments or Photo Arts programming ONLY.

• Students with outstanding Photo Arts violations CANNOT check-out equipment for any purpose until violations are resolved in full. Photo Arts violations are paid at the Nigh Bursar Office. Student must provide Photo Arts with a copy of the paid receipt.

• Students who fail to comply with any requirement of this agreement and the policies set forth in the “University of Central Oklahoma Code of Student Conduct” (https://www.uco.edu/offices/student-conduct/files/codeofconduct-webfile.pdf) could lose the privilege to use any and/or all equipment and will be reported to the Office of Student Conduct.
Lighting Studio & Darkroom Reservations

Select facility, then time.

- The Lighting Studio may be reserved for two hours at a time per day, up to twice per week. The Darkroom may be reserved for two hours at a time.
- Set-up and clean-up must be completed within the two hours.
- Student ID must be left with the lab manager before use. ID will be returned once facility has been confirmed clean & organized by the lab manager.
- If you are running late to your reservation time, you need to contact the lab manager by your reservation time via phone: 405-974-5887
- If you no longer need to use the studio, or can’t make your reservation, you need to cancel your reservation before your reservation time.