

# GRADUATE RESEARCH LAB

## Checkout Terms and Conditions

### Checkout

- A valid MICA ID with a current semester sticker is mandatory to check out equipment.
- Equipment must be returned prior to closing on the due date.
- Some equipment may require special training or permission to check out.

### Reservations

- Reservations can be made online at <http://danube.mica.edu/checkout/> or at the checkout desk. Reservation cannot be made over the phone.
- You choose the date and time to pick up a reservation. Reservations expire one hour after your chosen reservation time.
- Once a reservation expires it is available for others to check out.

### Renewals

- Renewals must be made in person with the equipment to be renewed.
- Items can be renewed once and then must be returned.
- Late equipment cannot be renewed.

### Late fees and damaged or lost equipment

- For each day an item is late there is a \$15.00 late fee up to \$45.00 or the replacement cost of the equipment, whichever is greater.
- You are financially responsible for equipment you have checked out.
- If an item is stolen, lost, destroyed or damaged while checked out to you, you are responsible for the replacement cost of the equipment.
- Until fees are paid you may not checkout any additional equipment.

Name: \_\_\_\_\_  Student  Faculty  Staff  
PLEASE PRINT LEGIBLY

MICA ID#: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
AT THE BOTTOM OF ID

Email: \_\_\_\_\_

By signing this form you agree to the above terms and conditions and that all information provided is accurate, correct and current. Signing this form authorizes MICA to make necessary deductions from payroll and student accounts for late fees and replacement costs.

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SIGNATURE

DATE