

RULES FOR CHECKING OUT EQUIPMENT

Portable equipment will be checked out and in by MPACT staff. Equipment will be thoroughly examined both at check-out and check-in to determine the condition of the equipment. Volunteers should allow time for this procedure.

A. Late Equipment Returns: If for some reason you cannot return equipment at the time that was originally scheduled, please contact the studio to see if someone else has the equipment reserved. The following will apply for returning late equipment:

1st time: A written or verbal warning.

2nd time: Not being able to reserve or check-out any equipment for ten (10) days.

3rd time: Not being able to reserve or check-out any equipment for thirty (30) days.

B. When checking out MPACT equipment you have thirty (30) days to schedule a date for your program to be played, and sixty (60) days to submit your program for playback. Otherwise, equipment will no longer be able to be loaned out.

Failure to follow MPACT rules could affect your membership status. These rules are at the discretion of the Executive Director and/or the MPACT Board of Directors.

12/13/10