

Media Lab Contract

Important Phone Numbers:

Media Lab (use this number to schedule and cancel time) 410-837-6058
Director of Technology - David Patschke 410-837-6013
Prof. Julie Simon 410-837-6061
Prof. Jon Shorr 410-837-6059

FIRST: read all the Media Lab policies at <http://ubalt.edu/medialab> and click on "Learn about the Lab's Policies."

Loss of Lab Privileges

1. If you are more than 15 minutes late for a scheduled lab time (without calling and/or leaving a message on the lab's voice mail), you forfeit that day's lab time or equipment reservation.
2. You will lose lab reservation privileges after twice not showing up for times that you have reserved or not calling to cancel an hour before your reservation begins and will only be able to use the lab as a walk-in.
3. You will lose equipment borrowing privileges after two of the following violations:
not picking up equipment that you've reserved, not returning equipment on time, not returning all equipment, returning equipment without a lab supervisor, returning equipment which is broken due to carelessness, returning equipment which is carelessly packed, and/or not reporting equipment problems to a lab supervisor.
4. You will lose all lab privileges if you:
change adjustments and settings on equipment without permission, and/or eat, drink, or smoke in the lab, or abuse lab equipment or are abusive to lab personnel.

I have read all of the policies online at ubalt.edu/ as well as the "Loss of Lab Privileges" in the above paragraph. I understand that use of the Media Lab is a privilege not a right and that if I violate any of the policies, I may lose the privilege to use the Media Lab. I also understand and accept that by signing this document and by using equipment and/or borrowing equipment from the Media Lab, that I assume all financial responsibility for equipment that is broken, lost, damaged or stolen while I am using it or while it is in my possession. (It is in my possession from the moment I sign it out until the lab assistant takes it and signs it back in) I also understand that UB staff will decide all matters concerning what is damage from misuse and/or negligence and what is ordinary damage from regular use. This signed contract is required for any student using the Media Lab facilities and needs to be renewed each semester.

Student Signature: _____

Student Name (Printed): _____ Date: _____

Phone Number: _____ Email Address: _____

Below Line - Media Lab Use Only (sign and date when received by Media Lab)

Lab Assistant Initials: _____ Date: _____