

## ICTV Checkout Center Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1:30 P.M. - 3:30 P.M.	10:00 A.M. - 11:00 A.M.	12:00 P.M. - 1:00 P.M.	10:00 A.M. - 11:00 A.M.	1:00 P.M. - 3:00 P.M.	10:00 A.M. - 12:00 P.M.	Appointment Only
4:00 P.M. - 6:00 P.M.	2:00 P.M. - 4:00 P.M.	4:30 P.M. - 5:30 P.M.	2:00 P.M. - 4:00 P.M.	5:00 P.M. - 6:00 P.M.	2:30 P.M. - 4:00 P.M.	
	6:00 P.M. - 8:00 P.M.	9:00 P.M. - 10:00 P.M.	5:30 P.M. - 7:00 P.M.	8:30 P.M. - 9:30 P.M.		
	9:00 P.M. - 10:00 P.M.		8:30 P.M. - 9:30 P.M.			

## Policies

- All reservations must have pick-up and return times within the Checkout Center hours
- Reservations/checkouts for sports and news go through the Sports and News Directors respectively
- Equipment can be checked out for a maximum of 48 hours.
- In the event of loss of equipment leaves the patron responsible for replacement
- All checkouts for ICTV, in both PPECS and our checkout center, should be under your show name
- Do not attempt to take something out of PPECS we have, or use ICTV equipment for class work
- If you are late returning equipment, we will use the following procedure:
  - 1st time late: Equipment checkouts are frozen for 2 days
  - 2nd time late: Equipment checkouts are frozen for 7 days
  - 3rd time late: Your next studio time will be cancelled
- You may not leave equipment unattended in the greenroom, tape library, or newsroom.