

Fall 2017 ICTV Checkout Center Hours

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

*Available for Checkouts and Pick ups only, please don't come make reservations during this time

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 MCR and our checkout center, should be under your show name
- Do not attempt to take something out of PPECS, 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 ANYWHERE (i.e. Green Room, Tape Library, or Newsroom.)
- If for whatever reason you have any issues, feel free to call the checkout center during the hours listed above at **(607)-274-1638**