

Equipment Loan Guideline

A. Items available for loan

| | Item | Quantity |
|----|---------------------------------------|-----------------|
| 1 | Canon 550D DSLR Camera | 1 |
| 2 | Zoom Lens for Large Camera | 1 |
| 3 | Canon Powershot S110 Camera | 1 |
| 4 | JVC HD Memory Camcorder (GZ-HM550) | 1 |
| 5 | Nikon D80 Camera Kit | 1 |
| 6 | Camera Tripod | 2 |
| 7 | Boutonniere | 22 |
| 8 | Name Tag Holder | 170 |
| 9 | Nailer | 2 |
| 10 | Wooden Stand | 1 |
| 11 | Timer | 3 |
| 12 | Board Games | 7 |

B. Equipment loan policy and procedure

1. Student must present a valid Student ID card when borrowing items from the SAO office (19/F, Tung Wah College Ma Kam Chan Memorial Building).
2. Students must sign the Equipment loan form when borrowing items.
3. Students should check the items carefully for any damage. All damaged observed should be reported to the SAO staff immediately. Otherwise the student will be responsible for all subsequent damages.
4. The items borrowed must be returned to the SAO on or before the agreed returning date. If unable to do so, students should contact the SAO with a legitimate explanation.
5. The items returned will be checked by SAO staff. The student is responsible for reimbursing all repair costs, or replacement costs if the item is lost or beyond repair.
6. SAO reserves the right to make changes to the rules and regulations.