



KISD Career Center

1320 Stagecoach Rd.
Killeen, Texas 76542
(254) 336-3800

John Smallwood
Teacher

To: Advanced Commercial Photography Parents

From: John Smallwood, Photography Instructor

Subject: Photo Equipment Checkout

Your son or daughter is currently enrolled in the Advanced Commercial Photography course at the KISD Career Center. The time within the classroom is spent learning photography techniques, Adobe Photoshop, building portfolios, camera equipment knowledge, lighting, and composition principles. This means that students will need to attend local or regional events, activities, or functions to capture photo images. Students will also produce their own photo image creations as the school year progresses. Students may need to checkout cameras, tripods, lenses, cases, battery chargers, lighting, backdrops, etc. to complete their assignments.

Upon signing the contract, your child agrees to treat the school-provided camera and photographic equipment with the utmost respect and care. We have a very limited number of cameras to be checked out; therefore it is necessary they all remain in good working order.

- Camera equipment can only be checked out for one day at a time.
- It will be your son or daughter's responsibility to make sure it is in fine working order when they first check it out, and report any damage BEFORE they take it home.
- If new damage is found when your son or daughter returns the equipment, they will be held responsible unless said damage has been noted prior to check it out.
- Attached you will find a TWO copies of the Equipment Checkout Contract. Please sign and return one them with your son or daughter. Keep the other one for your records.

I look forward to the images and photo creations the students bring to life this school year. If you have any questions please feel free to contact me at (254) 336-3861 or by email at john.smallwood@killeenisd.org.



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Photography Checkout Contract Form

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked out. All equipment will be in good working order when you check it out.
3. All equipment must be signed out by Mr. Smallwood and must be checked back in to Mr. Smallwood. This Equipment Checkout Contract Form must be used for each piece of equipment borrowed, and must be signed by the person taking responsibility for the equipment.
4. You must know how to use the camera or other piece of equipment you are checking out. A competency test may be required for the camera.
5. Student must be successfully passing the Commercial Photography course they are enrolled to be allowed to check any photographic equipment out.
6. All camera neck straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck. Repair bills on dropped or bumped cameras are usually over \$300 and you are responsible for any damage to the camera while in your possession.
7. Never attempt to repair equipment yourself and never remove any parts.
8. Never use force to turn, twist, or wind any part on a camera any amount of force will seriously damage internal parts.
9. Do not get water, beverages, dirt, or your lunch on the camera. Always replace the lens cover when not in use. Seawater is particularly bad for camera equipment do not take any school camera equipment to the beach without specific permission.
10. Do not lend any of the camera equipment to anyone else it is checked out only to you.
11. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or automobiles if you lose it, you buy it.
12. Cameras and other equipment are checked out on a daily basis. You must return it on the following school day before school. If you are ill or not coming to school on the day the equipment is to be returned, it is still your responsibility to get it back on time. If you cannot follow the terms of this contract, do not check out the equipment. If you violate the terms of this contract, you will lose the privilege of checking out equipment. Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.

Photography Checkout Contract Signatures

Your signature affirms that you have read this contract and promise to return the school camera in the EXACT condition it was in when you checked it out. You agree to be responsible for any damage caused to the camera during your check-out period and will incur all costs of fixing or replacing any parts necessary to restore the camera to its original (upon being checked out) condition.

Student Please Fill Out and Sign:

Name: _____ ID #: _____ Class Per: _____
Please Print

I agree to take responsibility for the safe return of the equipment I check out.

Signature: _____ Date: _____

Guardian Please Fill Out and Sign:

Name: _____ Relationship to student: _____ Phone: _____
Please Print

I agree to take full financial responsibility for the replacement and/or repair equipment checked out by my child. This includes, but is not limited to breakage, accident, theft or fire of cameras, lenses, filters, flashes, flash battery(ies), tripods, studio lights, cable releases and other equipment.

Signature: _____ Date: _____