



Photo Booth User Guidelines

User Responsibilities:

Individuals are responsible for understanding and adhering to the [Alamo Colleges Acceptable Use Policy](#) and the guidelines stated in this circulation procedure, including the care and security of the equipment they have borrowed.

- Users are responsible for notifying OTS staff of apparent discrepancies.
- Users are responsible for reimbursement of any items that are lost or damaged while in their possession.
- Users are responsible for paying any fees associated with damage, or non-return of equipment or components.
- Users are responsible for reporting stolen equipment that they have borrowed to the police.
- It is the sole responsibility of the borrower to return items on-time as outlined within this OTS Photo Booth Circulation procedures.

Lost or Damaged Fees: Borrower assumes full responsibility for all equipment in their possession. In the event of theft, loss, or damage to San Antonio College Property, the borrower is liable for all replacement costs. Any equipment outstanding 10 days past the due date will be considered lost, and the borrower will be held financially responsible for the equipment. Borrowing privileges of the equipment will be suspended for any user who has lost items or damaged equipment.

- **Note:** If any of the equipment is stolen, it must be reported within 10 days of the theft by filing theft reports with the applicable department/s listed below:
 - San Antonio Police Department (SAPD) Phone: (210)207-7273
 - The Alamo Colleges Department of Public Safety (DPS) Phone: (210)485-0099
 - Office of Technology Services (OTS) Phone: (210)486-0799

A case number or copy of each above report must be submitted immediately to Office of Technology Services, MLC Room 709. Failure to adhere to the conditions of use can result in the loss of equipment checkout privileges.

CERTIFICATION & ACKNOWLEDGEMENT

- ☐ I certify that I have read and understand the terms and conditions outlined within this [OTS Photo Booth User Guidelines](#).
- ☐ I have read and understand the terms and conditions outlined on [Alamo Colleges Acceptable Use Policy](#).
- ☐ I agree that the equipment will be used for academic activities and not be used for personal gain, unlawful purposes or activities inconsistent with San Antonio College mission and goals.
- ☐ I accept full responsibility for the above equipment and I fully understand that if I do not return equipment by return date, I may be subject to disciplinary action and/or have charges filed for theft of district property.

Signature:

Date: