

The Top 10 Things to know about the SoC Production Equipment Room

SOC Equipment Room hours of operations and Check-out & Check-in Times:

MONDAY – FRIDAY 8:30 AM – 5:30 PM

All Check-ins 8:30 AM – 12 PM

All Check-outs 1:00 PM – 5:00 PM

1. The contact info for SoC Production Equipment Room is Tel: 305-284-3864
Tod Landess, Production Equipment Supervisor, tlandess@miami.edu &
Thomas Rodriguez, thomas.rodriguez@miami.edu
2. All equipment must be reserved a day in advance at
<https://equip.com.miami.edu/>
3. You are personally responsible for all equipment that you check out and
agree to pay any imposed fess for lost and or/damaged equipment. Late fees
are \$2 per hour, \$10 per day and any equipment not returned within 5
business days after the due date will be charged in full to the patron.
4. If items are lost or missing, equipment privileges will be revoked until that
item is returned, replaced or a payment plan has been approved by the
Department Chair and Production Equipment Supervisor.
5. No back to back reservations, reservations must be for non-consecutive
check out cycles. You cannot check-in equipment in the morning and check
out again in the afternoon.
6. 1 Camera per student or project/ per checkout
7. Constant late returns will result in suspension of equipment privileges
8. Extensions are available with permission of faculty and equipment room
manager
9. Test equipment before leaving the Equipment room, any issues sustained
after that will be on the responsibility of the student
10. The Equipment Room is not responsible for any personal items left in
equipment bags

These are only the Top 10 Things to know about the SoC Production Equipment
Room. All students must read The Soc Production Handbook and sign the SoC
PRODUCTION HANDBOOK ACCECPTANCE AGREEMENT FORM

Which states: I have received and read the SOC PRODUCTION HANDBOOK. I accept
and agree to all rules, guidelines, and procedures illustrated in the SOC PRODUCTION
HANDBOOK.