

# Fall 2024 Photography Equipment Check-Out Information

*Revised, August 1st, 2024*

**DURING THE FALL SEMESTER OF 2024, EQUIPMENT PICK-UP AND RETURNS WILL BE DONE BY CONFIRMED APPOINTMENT ONLY. NO EXCEPTIONS, WALK-INS WILL NOT BE ALLOWED. IF YOU ARE NOT FEELING WELL, PLEASE CONTACT US TO RESCHEDULE YOUR APPOINTMENT.**

## **Photo Equipment Fees**

Follow the link above or scan QR code below to pay the \$60.00 optional equipment fee.



## **Photo Equipment Request**

Follow the link above or scan QR code below to request photo equipment.



**Pickup Location:** Art Center Building, 2nd Floor, Room 226

**Dates and Times:** Beginning Monday, August 26th, equipment will be available for pickup by appointment only. Please see the **Equipment Cage Schedule** for days and hours of operation. **Absolutely all equipment must be returned no later than Monday, December 9th.**

*If you are dropped from the class at any point prior to completion, any equipment you have checked out from us becomes due immediately.*

**Appointments for equipment pickups & drop-offs:** Appointments will be confirmed by the OCC photo department once the equipment request is received. If you do not receive a confirmation, you do not have an appointment. Walk-ins will not be available. Please do not arrive early or late for your appointment.

**Equipment availability and duration of checkout:** Equipment will be available for specific classes only. Duration of equipment checkout will vary depending on class and equipment. All checkouts must be returned by the Due Date indicated on your equipment checkout form. A \$10.00 per day late fee will apply to any past-due equipment.

**Equipment Fee:** \$60.00 (MUST BE PAID IN ADVANCE)  
Proof of Payment will be required at the time of checkout.

**An OCC student ID or Government Issued Photo ID will be required at the time of checkout.**

For the safety of both staff and students, everyone will be required to follow all social distancing protocols. Students not following protocols will not be served. Please visit Orange Coast College's **COVID-19 student information website** for more information.

If you have any questions about this process, feel free to contact us at: [occ.photo.cage@gmail.com](mailto:occ.photo.cage@gmail.com).  
Photo Cage Phone: 714-432-5524