

Takeout regulations:

1. General terms

- Takeout items can be used first and foremost for research and coursework,
- Takeout items can also be used by students with restrictions for outside curriculum non-commercial projects (only, if reservations are not clashing with research/coursework reservations). Takeout staff reserve the right to evaluate these projects and the possibility to use Takeout items for these projects. Please note, that even if you are not getting paid for the project, it does not mean that it is not a commercial project. Project is commercial if it gets any funding from any commercial entity that aims to benefit from it financially either directly or indirectly.
- If Takeout items are used for commercial purposes the borrower may lose their Takeout usage rights and will always be liable to pay market rent for the items borrowed even retrospectively.
- If commercial usage is part of coursework the terms of the usage has got be negotiated with Takeout staff before reserving the items from Takeout.

2. Takeout reservation windows

Aalto University staff:

- no time restrictions on how much earlier the items can be booked.

Students:

- for research/coursework the period when reservations can be made opens 4 months before the day of use
- or outside curriculum projects the period when reservations can be made opens 1 month before the day of use

3. Reservation restrictions

- Some items have additional requirements and restrictions, for eg., relevant experience and/or training courses.
- The maximum length of reservation is item specific.
- The maximum reservation can be exceeded if this is warranted, however, such requests are always reviewed and decided by Takeout staff
- Sometimes Takeout staff may require a detailed statement of the intended use completed with precise schedule and shooting locations. In the case customer has not provided such a statement or if the plan has not then been approved by Takeout staff, we reserve the right to deny the release of reserved equipment.

4. Pick-up

- The pick-up of reserved items always happens at a Takeout office/service point / Takeout lockers unless otherwise instructed by Takeout personnel. If you need instructions/consultancy, then be sure to go during office hours.
- Be prepared to prove your identity upon arriving to pick-up the reserved equipment.
- All reservations are preferably made beforehand by the customer, but don't fret if you

forgot something, the Takeout staff will be able to make you the missing reservation if the item is available. (This requires the customer to have logged in to the Takeout system at least once before!).

Otakaari 7:

- Lobby floor (2. floor), first corridor to the left from the main entrance.
- Note that the main entrance is closed at 1600, so unless you have an access card to Otakaari 7, it is recommended to come before this. All other doors require an access card at all times.

Harald Herlin learning centre:

- Main entrance service desk

ARTS Infra Miestentie 3

- 4th Floor

5. Returns

- The items are returned to the same office they were picked up from unless otherwise agreed.
- Make sure everything you picked up is returned. Cables, chargers, baseplates and other small accessories have a tendency to get lost due to this.
- Return items in time! Failing to meet the return deadline will result in penalties (please see section 6).
- If the item you lent breaks or something is wrong in it or if it disappears, let the TakeOut staff know it as soon as possible. (Someone else may need to use it after you.)

Otakaari 7:

- During office hours items can be returned to Takeout staff or Takeout lockers.
- If returning to lockers, just pick one that is open, put all the items in and close the door properly.

6. Penalties

- Failing to meet the terms and conditions of using Takeout equipment will result in penalties.
- In most cases the penalty is given in the form of temporal suspension of reservation rights.
- The severity and necessity of penalty is assessed case by case by Takeout staff.
- Penalties can be given for late returns, inappropriate handling of the equipment that is evident or other unprofessional behaviour.
- A penalty can be mitigated or increased by Takeout staff, if justified by appropriate evidence.
- Monetary penalties/rent can also be implemented if the case calls for it, for e.g., commercial use of the equipment or evidently deliberate vandalism.

7. Insurance

- Generally equipment is not specifically insured.
- The department is liable of repair/replacement expenses up to 5000€.
- Expenses past 5000€ up to 50000€ are covered by shared Aalto funds.
- Expenses past 50000€ are covered by general Aalto insurance.
- Any part of the 5000€ could be charged upon the individual(s) responsibility, if their department deems this necessary.
- In normal situations (accidents, wear & tear, malfunctions etc.) the department will cover the expenses.

8. Travel

- Most equipment can be used for abroad projects.
- The customer is always responsible of safety of the equipment during travel.
- It is recommended that the students take their own travel insurance for the equipment, and required when the target location is one of high risk (e.g. Africa).
- A travel insurance has to always be taken for equipment, when value is over 5000€.
- The customer is responsible of any required legal paperwork regarding the equipment (e.g. ATA Carnet).
- Any information like value and serial numbers can be requested from Takeout staff.

9. Miscellaneous

- Remember to make great use of fantastic Takeout services in order to excel in your studios and research.
- Tell your colleagues and friends about Takeout.