



RATE SCALE & COST (EQUIPMENT / KEY LOANS)

UGA - Academic	UGA - Other	Non - UGA
No charge when using for a current UGA academic course. If equipment will be used by students, instructor must reserve equipment on their behalf.	Prices below apply when equipment is used for purposes other than academic courses.	N/A

Equipment items or keys lost, stolen, or damaged will be the responsibility of the reservation holder

i. Academic Use (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to faculty or instructors of record.
- B. Free delivery or returns can be arranged by the Center for Teaching and Learning to main department office locations. A two-working-day notice is required for this service. Walk-ins welcomed.
- C. Faculty or instructor of record will need to contact the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu, to place a reservation. You can also submit an [online request](#) for orders that are not time sensitive. Select the "Order" tab to begin your search.

ii. Student Projects (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to students for class projects only with the authorization of course faculty or instructor of record. No deliveries. Walk-ins welcomed.

- B. Faculty or instructor of record will need to contact the Center for Teaching and Learning to reserve equipment on behalf of the student, (706) 542-1582 or ctlmedia@uga.edu. You can also submit an [online request](#) for orders that are not time sensitive. Select the “Order” tab to begin your search.

iii. Department Use

- A. Equipment is available at a reduced cost on a first-come, first-served basis.
- B. Maximum equipment checkout is 3 days unless prior arrangements have been made.
- C. Free delivery and pick-up can be arranged to main departmental office locations. A two-working-day notice is required for this service. Walk-ins welcomed.
- D. Please contact the Center for Teaching and Learning for equipment availability (706) 542-1582 or ctlmedia@uga.edu. You can also submit an [online request](#) for orders that are not time sensitive. Select the “Order” tab to begin your search.
- E. Department will be held responsible for any items lost, stolen or damaged.

iv. Student Organizations

- A. Equipment is available for rental to UGA registered student organizations. Please be sure to note equipment is needed when placing your request through Campus Reservations.
- B. Faculty or staff advisors overseeing the student organization must reserve the equipment.
- C. If student group does not have an advisor, contact the Center for Teaching and Learning for further instructions.
- D. Students of organization or advisor may pick up and return reserved items.
- E. No delivery service offered.
- F. Payment will be invoiced upon return of equipment.
- G. Daily late fees apply.
- H. Please call the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu, for equipment availability and questions.

v. Off Campus Use

- A. Equipment taken off campus may be subject to a rental charge.
- B. Reservation holder will take full responsibility for any items lost, stolen or damaged.
- C. Appropriate forms, if necessary, will need to be filled out as required by UGA policy.
- D. No delivery to off campus locations.
- E. Please contact the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu, for equipment availability or questions

KEY LOAN

Keys to the MLC faculty lounge and lounge lockers, along with lockers located on the 5th floor of the Journalism building, can be checked out through CTL by faculty who are teaching or assisting an instructor of record with a current UGA course.

For more information, please contact CTL at (706) 542-1582 or email us at ctlmedia@uga.edu.

Please see "[General Guidelines](#)" for more information.

EQUIPMENT LOAN LIST

AUDIO NEEDS

Audio Interface (XLR/AUX)	\$10
Cassette Player	\$5
CD/Cassette Player	\$5
Microphone Kit (wireless – lavalier/handheld)	\$20
Microphone Kit (wireless – tour guide/catchbox/Smartphone)	\$20
Microphone Kit (USB lavalier/desktop)	\$15
Mixer Kit – Audio (wired/wireless – mics chosen at order placement)	\$25
Microphones (additional – wired)	\$10
Microphones (additional – wireless)	\$15
Microphone Stands (floor/desk)	\$5
PA System (wired/wireless/bluetooth w/speaker stand & mic stand)	\$30
PA Companion Speaker w/stand	\$15
PA System Mini (wireless w/one wireless lavalier)	\$10
PA System Mini Multi (wireless lavalier & wired handheld)	\$15
PA System (megaphone)	\$15
Record Player	\$5
Smartphone Kit	\$25
Vlogging Kit	\$25
Voice Recorder (Olympus)	\$5
Voice Recorder Kit (Zoom)	\$25

VIDEO NEEDS

Camcorder (standard HD digital) w/tripod	\$25
Camera – DSLR & 360 w/tripod	\$25
Conference Kit (OWL)	\$25
Converter (HDMI to USB)	\$10

Equipment Loans	Rate Scale & Cost
Document Camera	\$15
DVD Player – standard & blu-ray multi-region	\$10
DVD/VHS Player	\$5
LCD Projector	\$35
LCD Projector Rear Screen Kit (instructor/department use only)	\$50
Light Kit	\$25
Overhead Projector	\$5
Slide Projector w/remote	\$5
Teleprompter Kit	\$30
Tripod (floor/table/selfie)	\$5
VHS Player/Recorder	\$5
Smartphone Kit	\$25
Splitter HDMI Kit (1 input / 4 outputs)	\$10
Splitter VGA Kit (1 input / 3 outputs)	\$10
Vlogging Kit	\$25
Webcam Kit (Logitech camera and wireless USB lavalier mic)	\$15
Webcam Kit (AI tracking camera and desk tripod)	\$15

OTHER

Computer – Slide Advancer	\$5
Easel	\$5
Extension Cord (single & triple outlets)	\$5
Huddle Board kit (Instructor use only)	N/A
Laser Pointer	\$5
Projection Table (portable)	\$5
Sandbags	\$5
Screen – portable tripod (50", 60", 70", 80", 96")	\$15
Screen – portable frame assemble (9'x12')	\$20