

Rule for SAVE loans

The Audiovisual Service (SAVE) is an internal EPFL department that offers a lending service for a range of audio and video broadcasting equipment.

Opening hours

The lending service is open from Monday to Friday from 9:00 to 11.30 am and from 01:30 to 4.30 pm.

User

This lending service is reserved to recognized EPFL faculties, services and associations (<https://www.epfl.ch/campus/associations/list/>).

The loaned material is intended solely for events organized on campus.

It is a lending contract subject to the following rules between the EPFL Audiovisual Service and the natural representative of an association, hereinafter referred to as “user”.

SAVE provides audiovisual equipment taking into account, as far as possible, the desires expressed by users. The equipment offered depends on availability and can only be counted on after written confirmation from the lending service.

- 1) Every loan request must be submitted to us 48 hours ahead by email to save.pret@epfl.ch using the official form available here. (<https://www.epfl.ch/campus/services/audiovisual/en/equipment-lending/>)
- 2) The reservation will only be valid after the SAVE lending service has sent written confirmation.
- 3) Requests for equipment can only be made by a natural person who is a member of a recognized EPFL association bearing a SCIPER number.
- 4) The equipment will be picked up and returned by the user in person at the SAVE premises (CE 0440).
- 5) The equipment is loaned for a maximum duration of 5 days.
- 6) The equipment is loaned in working order; any defect or failure must be reported immediately.
- 7) The user undertakes to return the equipment in perfect condition and properly put away. The user is responsible for cleaning the equipment.
- 8) The user undertakes to bear the costs resulting from damage to the equipment provided, from loss, theft, damage caused by himself or by third parties during unsuitable handling, bad weather, accidents, malicious acts or failure to comply with the instructions given by SAVE. The user is relied upon to take out an insurance policy to this effect.
- 9) Every piece of equipment that is not returned will be considered as new and will be invoiced at the catalogue sales price valid at that time.
- 10) SAVE has 48 hours to check the proper functioning of the equipment from the date of its return. Any maintenance or repairs, non-returned, damaged or modified accessories will be invoiced at the replacement or repair price. It is strictly forbidden to open the devices.
- 11) The user undertakes to not hold SAVE liable, in any way whatsoever, for any damages, accidents, nuisances or problems whatsoever that may result from the use of the equipment made available.
- 12) Unless special authorization is granted, it is forbidden to use the material on loan outside the EPFL campus.