

INSTRUCTIONS: Carefully read equipment loan procedures on reverse side of this form. Please read and sign agreement at bottom of this page.

MAXIMUM TERM OF LOAN IS TWO DAYS ON WEEKENDS ONLY.

NAME (Please print): _____ Return Date: _____

ADDRESS: _____ Phone No.: () _____

CITY: _____ STATE: _____ ZIP _____

E-Mail: _____ Instructor's Signature: _____

Class: _____ Instructor's Name(Print): _____

	EQUIPMENT DESCRIPTION - PRINT ONE ITEM PER LINE	QTY	S / N	Office Use	
					RT'D
1					1
2					2
3					3
4					4
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12					12
13					13
14					14
15					15
16					16
17					17
18					18
19					19
20					20

If you need more space, please use a second set of forms. Cross this box if continued on a second set of forms:

AGREEMENT FOR ALL EQUIPMENT LOANS: I, the undersigned, agree to act in accordance with the equipment loan procedures/departmental policy outlined on the reverse side of this form; to keep and maintain the above-loaned equipment and supplies in good condition and assume full responsibility for the value of such equipment and supplies until they are returned in good order. I agree to report any equipment malfunctions; I agree to report and replace any missing items at my own expense, and broken items due to negligence will be replaced or repairs paid for by the undersigned.

Borrower's Signature: _____

Today's Date: _____

OFFICE USE	
Prepared by: _____	Checked in by: _____
Return status: <input type="checkbox"/> O.K. <input type="checkbox"/> See Reverse	

EQUIPMENT LOAN PROCEDURES / DEPARTMENTAL POLICY

Completely fill out this three part form and return it to the Film and Media Resource Room to confirm your reservation. Upon equipment pick-up you will receive the copies marked **campus security copy** and **student copy**. You must present the **campus security copy** and your currently validated Hunter College Identification Card (I.D.) to Campus Security personnel upon leaving the Hunter College campus. S/he may inspect and compare items with those listed in the campus security copy; any equipment in your possession which is not listed on the form may be withheld. Retain the **student copy** for your records.

Reservations must be made at least five (5) days in advance. Equipment loans are subject to equipment and personnel availability.

- You must be currently enrolled in a film/video production class. Rental procedures and fees apply otherwise. See Equipment Rentals sheet for information and prices.
- Your instructor must approve the loan and sign the reservation form before your reservation may be considered.
- Equipment is distributed between the hours of 2:00 and 4:30 p.m. Tuesdays and Fridays. On Tuesdays, equipment is available on a limited basis pending class schedules. Requests for pick-ups before 2:00 p.m. are subject to availability and at the discretion of the Chief Technical Director of the Dept. of Film and Media Studies.
- Equipment may be reserved up to three (3) times per semester per student, free of charge. Rental fees and rental procedures will apply thereafter. See Equipment Rentals sheet for information and prices.
- Request only the equipment and supplies you plan to use; last minute additions or cancellations deny others use of the equipment. List exactly what you need; do not assume that the Technical Director knows what you will need (i.e., if you need an Arri-16S camera with constant speed motor, list as such).
- If you fail to pick up reserved equipment without notification, or fail to cancel your reservations by 5:00 p.m. of the previous day of pick up, you will incur a fine of \$10.00 (ten dollars). You may cancel your reservation in person or by phone Monday through Friday, 9:00 a.m. - 5:00 p.m. If equipment is being rented, equipment rental policy applies. See Equipment Rentals sheet for more information. **NO EXCUSES, PLEASE.**

The equipment operator is required to thoroughly check all equipment prior to picking it up. The equipment operator must be completely familiar with the equipment for the following reasons:

1. To insure that all accessories asked for are included.
2. To acknowledge that all equipment and accessories are in good working order and safe for use.
3. To demonstrate proper handling of the equipment.

We reserve the right to cancel any equipment loans if we are not fully satisfied with the operator's competence and proficiency in operating the equipment. We will not teach you how to use the equipment on the day you are taking it out.

Equipment out on loan on Tuesday must be returned by 11:00 a.m. the following Thursday. Equipment out on loan beginning on Friday must be returned by 11:00 a.m. the following Monday. All equipment must be returned promptly as promised, or upon request.

You are fully responsible for the equipment you borrow. Replacements and/or repairs costs are determined solely by the Chief Technical Director of the Dept. of Film and Media Studies.

If equipment is not returned on stated date or upon request, a late fee of \$3.00 (three dollars) per item, per day will be charged. Equipment returned after 11:00 a.m. will be considered late and will be subject to late fees. Note: a lighting kit is not considered a single item, but the sum total of its accessories (i.e., a Lowel DP Kit contains 12 items). Call (212) 772-4248 if you will be returning the equipment late.

No reservations/equipment loans will be considered for anyone who has abused these general principles (e.g., no reservations will be considered until late fees are paid.)

Failure to comply may result in any or all of the following:

1. No equipment reservations will be considered until the matter is resolved.
2. You will not receive a final grade from your instructor.
3. A "STOP" will be placed on your records in the Registrar's Office. This may in turn prevent you from registering for future classes, getting a transcript, using the Hunter College Library, etc.
4. The security office will be notified of non-returns and equipment will be considered stolen.

Please report any equipment malfunctions.

Renato Tonelli,
Chief Technical Director