

EQUIPMENT LOANS: RESERVATIONS FORM AND AGREEMENT
FILM PROGRAM COPY

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HUNTER COLLEGE/CUNY
 DEPT. OF THEATRE AND FILM/FILM PROGRAM
 695 PARK AVENUE
 NEW YORK, NY 10021
 ROOM 520 TH TEL: (212) 772-4248

DATE EQUIPMENT WILL BE TAKEN OUT:		<input type="text"/>	<input type="text"/>	<input type="text"/>
		(DAY)	(MO)	(YEAR)
Day of Week:		<input type="text"/>		
Time (if other than between 2-4:30 P.M.)		<input type="text"/>		

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): _____ I.D. No.: _____ - _____ - _____

ADDRESS: _____ Phone No.: () _____

CITY: _____ STATE: _____ ZIP _____

Class: _____ Instructor's Signature: _____

Date reservation was made: _____ Return Date: _____

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

SAMPLE

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: _____

EQUIPMENT LOAN PROCEDURES / DEPARTMENTAL POLICY

Completely fill out both forms and return them to the Film Program Resource Center to confirm your reservation. Both copies will be kept on file until you take out your equipment. You will receive the **campus security copy** so that you may present it to campus security upon leaving the Hunter College campus. You must present your currently validated Hunter College I.D. S/he may inspect and compare the equipment items with those listed in the security form; any equipment in your possession which is not listed on the form will be withheld.

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 Technical Director of the Film Program.
- ¥ Equipment may be reserved up to four (4) 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 will 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 you reservation by 5:00 p.m. of the previous day of pick up, you will incur a fine of \$5.00 (five dollars.) You may cancel your reservation in person or by phone; answering machine is activated 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 a 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 repair costs are determined solely by the Technical Director of the Dept. of Theatre and Film/Film Program.

IF EQUIPMENT IS NOT RETURNED ON STATED DATE OR UPON REQUEST, A LATE FEE OF \$2.00 (TWO 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, Film Program

OFFICE USE ONLY

Late fee: No of days late: _____ x No. of Items _____ x \$2.00 = _____

DESCRIPTION OF ITEMS MISSING OR BROKEN	COST
Late Fee:	

Received by: _____ Date: _____ Total Due/Paid: _____

Student was consulted re above on _____ by Phone/Letter/In Person.

Response of student: _____ Action taken: _____

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 NEW YORK, NY 10021
 ROOM 520 TH TEL: (212) 772-4248

DATE EQUIPMENT WILL BE TAKEN OUT:		
<u>26</u>	<u>Mar</u>	<u>1999</u>
(DAY)	(MO)	(YEAR)
Day of Week: <u>FRIDAY</u>		
Time (if other than between 2-4:30 P.M.) _____		

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): JOHN DOE I.D. No.: 123 - 45 - 6789

ADDRESS: 1234 Main Street, Apt A Phone No.: (212) 555-3434

CITY: New York STATE: NY ZIP 10000

Class: Film Production I Instructor's Signature: _____

Date reservation was made: Today's Date Return Date: March 29, 1999

EQUIPMENT DESCRIPTION - PRINT ONE ITEM PER LINE		QTY	S/N	Office Use	RT D
1	Filmo w/Ratchet Key; Strap; Take-up Spool	1			1
2	Wratten Filter Holder (Optional)	1			2
3	Lense: Wide Angle	1			3
4	Normal	1			4
5	Telephoto	1			5
6	Carrying Case	1			6
7	Slate	1			7
8	Changing Bag	1			8
9	Sekonic Light Meter	1			9
10	Tape Measure	1			10
11	Bogen 3020 Tripod w/Ball Leveler, Case	1			11
12					12
13					13
14	NOTE: If you need lighting equipment, you may request one LOWEL DP KIT				14
15	Additional lighting is available on a rental basis. Ask for information.				15
16	Additional accessories are available. For a complete list of available				16
17	equipment please check the Production Equipment Rental sheet.				17
18					18
19					19
20					20

SAMPLE

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Borrower's Signature: _____ Your Signature _____

Today's Date: _____