

# MEDIA EQUIPMENT CHECKOUT REQUEST

Today's date: \_\_\_\_\_

Name of all team members: \_\_\_\_\_

Principle contact person: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Project description or script (attach sheet if necessary): \_\_\_\_\_

Check one: Video Production class project:  Advanced video production class project:

Interactive Media Production class project  Independent project:  Film club project:

Other project (specify): \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

**Requested checkout date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Requested check-in date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

All late equipment will be assessed a \$25/day fee. This form must be turned in to the faculty of record when checking out and when checking in equipment.

**CAMERAS** (uv filter, battery, ac adaptor, and case)

QTY	ITEM	COST	OUT	IN
3	Sony TRV-25	500		
3	Panasonic PV-GS180	500		
1	Sony HDR-HC1 hi-def	1600		
3	Panasonic DVC80	2000		
1	Sony HDR-SR7 HD HD	\$1300		
4	JVC GZ-HD7U HD HD	\$1300		

**SOUND**

QTY	ITEM	COST	OUT	IN
2	Olympus voice recorder	100		
3	Zoom HD 24 bit recorder	200		
5	A-T shotgun minijack mic	50		
6	Azden shotgun xlr mic	150		
1	Shure xlr condenser mic	300		
6	Sennheiser xlr mic	375		
1	Carvin xlr mic	300		
2	AKG wireless lav mic	325		
4	Lightwave windscreens (sm)	120		
2	Lightwave windscreens (lg)	120		
5	Boompole & shockmount	125		
3	25' xlr mic cable	15		
11	25' Headphone ext. cable	10		
7	10' xlr cable	15		
11	15' minijack - xlr mic cable	10		
3	Small Beachtek xlr adaptor	170		
3	Large Beachtek xlr adaptor	170		
4	3' rt angle xlr cable	15		
4	15' rt angle xlr cable	20		
4	2' xlr minijack cable	10		
3	Microphone handgrip	40		
4	Shockmount w/ adaptors	50		

**TRIPODS**

QTY	ITEM	COST	OUT	IN
7	Tripod	170		
2	Tripod dolly	200		
2	Shoulder-mount	180		
1	dv-rig pro body-mount	2000		

**LIGHTING**

QTY	ITEM	COST	OUT	IN
4	Lowell light kit	400		
4	Duffle bag lighting kit	50		
3	Lighting Dimmer	70		

**GRIP**

QTY	ITEM	COST	OUT	IN
3	C-stand and flag kit 24"	755		
0	Flag kit 36"	320		

**MISCELLANEOUS**

	ITEM	COST	OUT	IN

By signing this form, I agree to the Fort Lewis College Video Equipment Checkout Policy written on the reverse of this form (including understanding the policy on late fees and repairing broken or lost equipment):

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### FORT LEWIS COLLEGE VIDEO EQUIPMENT CHECKOUT POLICY

1. Fort Lewis College English/Communication Department, in conjunction with Media Services, provides the use of college-owned equipment to qualified students, faculty, and staff (client) according to priorities and allocation of resources established by the English/Communications Faculty in charge of the video production program. Once priority has been established, requests are handled on a first-come, first-serve basis.
2. Fort Lewis College has a \$1000 deductible for property theft and damage. All damaged and missing equipment that is \$1000 and less is the responsibility of the client. Any damaged or missing equipment in excess of \$1000 is the responsibility of the client, unless the College decides to engage an insurance claim, in which case, if the coverage is provided, the client is responsible for paying the \$1000 deductible.
3. Client may be required to provide proof of insurance for any equipment requested. Insurance coverage must be valid for the entire checkout period covering all locations and modes of transportation for equipment. Insurance must cover all causes of damage and loss. Insurance must cover the replacement value of the equipment. Client is responsible for all costs not covered by insurance.
4. The client agrees to return equipment as scheduled, in clean and proper working order (including charging used batteries for video cameras). The client agrees to provide repair and replacement of any and all equipment items in the event of damage and loss. Payment arrangements will be made on an individual-case basis. Failure of client to meet or abide by payment terms may result in an academic hold on client's College account, preventing registration, releasing of diplomas, and transcripts.
5. Client understands that Panasonic cameras must use Panasonic tapes and Sony cameras use Sony tapes. Panasonic uses "dry" tape and Sony's "wet"; wrong tapes can cause the camera tape-heads to gum up and damage them. Failure to do so, may require the repair of the tape head. The Sony HiDef cameras require miniDV HiDef tapes.
6. Client understands that cameras must be powered off when plugging them in and out of computers. Failure to do so, may result in a \$600 repair of the camera's FireWire port.
7. Client is responsible for verifying the existence and operating condition of all equipment check out. Report any problems before leaving the Media Services and Media Lab area.
8. Client must report any known damage or equipment problems when checking in equipment. Client is responsible for the equipment until it is all checked in.
9. **Cancellation notification** Clients must phone or email media services and the faculty in charge no later than one business day prior to the scheduled checkout date in order to avoid a penalty. Contact: Media Services: Mike Larson: [larson\\_m@fortlewis.edu](mailto:larson_m@fortlewis.edu), 247-7115 and faculty: Kurt Lancaster: [lancaster\\_k@fortlewis.edu](mailto:lancaster_k@fortlewis.edu), 247-7039.
10. **Late return notification** Clients must phone or email media services and the faculty in charge no later than one hour prior to the scheduled check-in time if they are unable to return the equipment on time. Clients may request an extension of their return date and time in order to avoid late penalties, provided that the equipment is not already late or another student requires the equipment. Contact: Media Services: Mike Larson: [larson\\_m@fortlewis.edu](mailto:larson_m@fortlewis.edu), 247-7115 and Faculty: Kurt Lancaster: [lancaster\\_k@fortlewis.edu](mailto:lancaster_k@fortlewis.edu), 247-7039.
11. **Late returns** Client needs to honor the specified check-in times of equipment. If the client returns the equipment late with no prior warning, the client may lose their check-out privileges. The client will receive a \$25/day late charge for all equipment up to its replacement value.
12. **Late checkouts and no-shows** If the client fails to pick-up the equipment by the specified date and time, the client forfeits the requested equipment (unless no other client is waiting for the equipment).
13. The faculty in charge or the director of Media Services may cancel or amend any equipment request in whole or part at any time without notice. The faculty in charge or the director of Media Services may repossess equipment at any time without notice or stated cause.
14. Client may not loan, lease, or rent Fort Lewis College video equipment to other parties, with the exception of other current Video Production and Advanced Video Production students working on the same project as the client.
15. Client may not use Fort Lewis College video equipment for contract work.
16. Unless otherwise permitted by the faculty in charge or the director of Media Services, all equipment is to be used for Fort Lewis College academic use, such as assignment for Video Production and Advanced Video Production courses and independent projects under faculty supervision.