



Wethersfield Community Television
30 Greenfield Street
Wethersfield, CT. 06109
Ph. 860-500-7183 Email: wethtv@wctv14.com
Website: www.wctv14.com

EQUIPMENT SIGN OUT FORM

By signing below I certify that I agree to the following conditions:

- ✓ I am familiar with and will follow Wethersfield Community Television (WCTV) handbook’s most current revision regarding equipment usage found on our website www.wctv14.com.
- ✓ I made sure all equipment I need is listed and the form is approved by the Operations Coordinator or Designee.
- ✓ I know that the completed form will be kept on file.
- ✓ I recognize that the use of this equipment will result in programming for community access television to be aired by WCTV.
- ✓ I will return the below listed equipment when specified below. Failure to do so may lead to temporary revocation of my sign out privileges or other disciplinary action as allowed under WCTV Policies.
- ✓ I know that returning equipment must be at an agreed upon time as designated by the Operations Coordinator or Designee.
- ✓ I will report any problems or damage with equipment to the Operations Coordinator or Designee.
- ✓ I know that batteries in need of charging will be given to the Operations Coordinator or Designee
- ✓ I know that I will be responsible to pay in full for any repairs or replacement which may be necessary as a result of missing items or user damage to the below listed equipment while it is in my care. Mishandling of equipment may lead to loss of patron privileges.

Equipment Borrowed:

Camera # _____

Battery Charger

Batteries

AC Power Cord

DC Power Cord

Other _____

Tripod

Microphone

Headset

SD Cards

Cables

Portable Equipment Usage Summary:

Public Access equipment may not be used for personal projects. Portable equipment cannot be taken outside the State of Connecticut, unless approved by the Public Access Coordinator. Appropriate and sufficient identification is required before equipment is removed from the premises. WCTV reserves the right to refuse use of Public Access equipment to any individual who is unable or refuses to present WCTV with sufficient personal identification.

An access user must sign the Equipment Sign-Out Form before taking equipment and agrees to exercise proper care of the equipment in accordance with instructions given by WCTV staff. Proper care of equipment must be exercised at all times (i.e., DO NOT leave equipment in car during extreme heat/cold conditions). When returning equipment the Access user must notify WCTV of any problems with the equipment. The individual checking out the equipment will bear all costs if the equipment must be repaired or replaced due to theft or abuse. Access users CANNOT modify WCTV equipment.

Portable equipment is available for a 48-hour period. For weekend use, equipment may be picked-up on Friday and returned on Monday. WCTV will handle special requests for use of equipment for more extended periods of time on a case-by-case basis. An individual Access user or group may borrow the equipment a maximum of four times per month; exceptions to this will be made at the discretion of WCTV staff and are contingent upon availability of equipment.

Penalties for the late return of equipment are covered in the "Violations" section of this handbook.

Event to be filmed _____

By signing below, you are agreeing to the following:

You will return all equipment borrowed. If any items are missing upon return, a replacement fee will be incurred.

Print Name: _____

Address: _____ Phone: _____

Signed out

Returned

Signature _____ Date _____

Signature _____ Date _____

WCTV Representative

WCTV Representative

Signature _____ Date _____

Signature _____ Date _____

Borrower

Borrower