



Branford Community Television

Equipment Check-Out/In Form

FORM MUST BE COMPLETED WHEN CHECKING OUT AND RETURNING EQUIPMENT!

NOTICE:
WHEN BEING TRANSFERRED FROM ONE LOCATION TO ANOTHER, THIS CAMERA/EQUIPMENT MUST BE CARRIED IN ITS ACCOMPANYING CARRYING CASE.

Branford Community Television, Inc., 40 Kirkham Street, Branford, CT 06405
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CAMERA 8 MINI-DV
Pan. AGDVC-60 S/N#: C6TD00006R

CAMERA 9 MINI-DV
Pan. AGDVC-60 S/N#: C6TD00005R

CAMERA 11 AVCHD-SDHC INV#05235
Pan. AG-HMC-70 S/N#: J8HK00221

CAMERA 12 AVCHD-SDHC INV#05236
Pan. AG-HMC-70 S/N#: J8HK00207

CAMERA 13 ACVHD-SDHC INV#05239
Pan. AG-HMC-70 S/N#: A9HK00060

NRG Lighting Kit
(Includes light & battery belt)

Additional Accessories

Extension Cords
Type: _____
How many: _____

___ Power Supply/Battery Charger/2 Cables
___ Tripod (type: _____)
___ Quick-Release Adaptor
___ Camcorder Instruction Booklet
___ Hard Carrying Case Black/Grey/Yellow
___ Soft Carrying Case Black
___ Camera Remote Control

SDHC Cards w/Case:
128 MG-How many:
16 GB-How many:
32 GB-How many:

Batteries
Type/How many: _____

Microphones
 Hand-held
Type: _____
Quantity: _____

Sennheiser Wireless w/Xmtr/Rcvr.
Quantity: _____

Audio Technica Lavalier
Quantity: _____

Shotgun
Type: _____
Quantity: _____

XLR Pro Mixer
Type: _____
Quantity: _____

Box Below To Be Completed During Equipment CHECK-OUT Only !

Borrower(s) Name: _____ Reason for use: (program) _____
Address: _____ City/Town: _____ Zip Code: _____ - _____
Home Tel: (203) _____ - _____ Work Tel: (203) _____ - _____ Funding Sponsor & Amount: _____
Date Borrowed: ___/___/___ Date To Be Returned: ___/___/___ Actual Date Returned: ___/___/___
Borrower CT Drivers License Operator #: _____ Exp. _____
Borrower Signature: _____ BCTV Staff Signature: _____
(Borrower signature indicates understanding of and is in full agreement with terms listed on this page/contract)

Box Below To Be Completed During Equipment CHECK-IN Only !

TO BE COMPLETED BY BCTV EMPLOYEE ONLY

DATE EQUIPMENT RETURNED (Example: 12/10/2011)
 / /

WAS ALL EQUIPMENT & ACCESSORIES INDICATED AS BORROWED/CHECKED-OUT ABOVE RETURNED? YES NO
IF NOT, EXPLANATION REQUIRED: _____
Employee MUST Verify !

NAME OF BCTV EMPLOYEE RECEIVING EQUIPMENT: _____

SIGNATURE OF BCTV EMPLOYEE RECEIVING EQUIPMENT: _____

Terms and Conditions: Borrower is responsible for the care and prompt return of borrowed equipment. Equipment must be returned in the same condition as when borrowed, including all accessories. Borrower must be certified by the BCTV Staff to be able to borrow and use said equipment. Borrower is responsible for the cost to repair and/or replace lost, stolen or damaged equipment. If the equipment is damaged, lost or stolen while under contract to Borrower, the Borrower will have equipment privileges suspended until full compensation to BCTV is made, or until a payment/installment contract is signed with BCTV. Borrower must call BCTV at least 48 hours in advance to schedule use of equipment. Borrower must make appointment to both pick-up and return borrowed equipment. Borrower MUST return all borrowed equipment on or before scheduled return date. Late equipment return is considered a violation, and may result in suspension of any and all privileges.
YOU ARE FULLY RESPONSIBLE FOR RETURN OF THIS EQUIPMENT IN THE EXACT SAME CONDITION AS IT WAS WHEN LOANED TO YOU.
DO NOT LEAVE EQUIPMENT IN CAR IN DIRECT SUNLIGHT OR OVERNIGHT.

THIS EQUIPMENT IS NOT TO BE USED FOR COMMERCIAL PURPOSES