

EQUIPMENT BORROW FORM for PROGRAM DEVELOPMENT

Program Title: _____ Est. Length _____ Est. Air: _____

Description/Content of Program:

Equipment Being Checked Out: (Include Model Numbers)

Date of pick up: ____ / ____ / ____ Planned Date of return: ____ / ____ / ____

Target Date for Program to Air Date: ____ / ____ / ____

I will submit a Media Distribution Release Form upon completion for program for which this plan was submitted. I understand ETV has 1st distribution rights based on use of ETV Community Resources.

Signature _____ **Date** _____

User Information *Please attach copy of Photo ID

Name	
Affiliation (if applicable)	
Evening Telephone	
E-mail Address	
Mail Address	

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. If Borrower is unfamiliar with proper use and care of camera, it is the responsibility of the borrower to request training from ETV staff. 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 ETV is made, or until a payment/installment contract is signed with ETV. Borrower must call ETV at least 48 hours in advance to schedule use of equipment. Borrower must confirm 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.

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