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KLTV Equipment Use Agreement

Date: _____

Name: _____ Drivers License#: _____

Email: _____ Phone: _____

THE BORROWER AGREES TO:

- 1) **When checking out equipment to verify that everything is in working order, and that all pieces are there.** The borrower is responsible for all equipment in their possession from the time it is checked out, until the time it is checked back in. If there are pieces (*i.e. batteries, cables, microphone windsock, SD cards*) missing, the borrower is responsible for their replacement.
- 2) **Should the equipment become damaged, the borrower agrees to reimburse KLTV for the reasonable cost of repairs and/or replacement.** The borrower will cooperate in filing and processing appropriate insurance claims with either KLTV insurers or borrower's insurers. The borrower understands that the equipment cannot be used in violation of the laws or of KLTV policies.
- 3) **The equipment must be returned to KLTV on time and in as good condition as when received except for normal wear and tear.** KLTV is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software.
- 4) **Equipment is available on a first come, first served basis.** Edit stations may be reserved in **four (4) hour** blocks, and you may check cameras out for a **twenty-four (24) hour** period. Users may hold a maximum of three (3) 2 camcorder reservations at a time. Each camcorder **must** be checked out and operated by a certified KLTV member. A maximum of four (4) reservations may be held at a time and reservations can be taken as far as one (1) month in advance.
- 5) **Equipment checkout may be denied to people who abuse equipment, repeatedly return equipment late, never turn in programs or that in any way limits access to other members or volunteers.**

****THIS AGREEMENT WILL LAST UNTIL THE LAST DAY OF THIS CURRENT YEAR.****

I have read this entire document and my signature below indicates my agreement with the above statements.

Borrower: _____ Date: _____

Parent/Guardian: _____ Date: _____
(IF BORROWER IS UNDER 18YRS OF AGE)

KLTV Staff: _____ Date: _____