



Hamilton-Wenham Community Access And Media, Inc.

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## Equipment Usage Agreement Form

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment or Suite #: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program Title: \_\_\_\_\_

Check-Out: \_\_\_\_/\_\_\_\_/\_\_\_\_ a.m. / p.m. Staff: \_\_\_\_\_

Check-In: \_\_\_\_/\_\_\_\_/\_\_\_\_ a.m. / p.m. Staff: \_\_\_\_\_

### Video:

Camcorder(s) w /AC adaptor & battery clip #: \_\_\_\_\_ Batteries: \_\_\_\_\_

Tripod(s): \_\_\_\_\_ Monitors(s) #: \_\_\_\_\_

### Audio:

Microphones: Handheld: \_\_\_\_\_ Lavalier: \_\_\_\_\_ Shotgun #: \_\_\_\_\_ Headphones: \_\_\_\_\_

Audio Mixer #: \_\_\_\_\_ Microphone Stand(s): Desk: \_\_\_\_\_ Floor: \_\_\_\_\_

### Cables:

XLR to Mini: \_\_\_\_\_ XLR to XLR: \_\_\_\_\_ XLR to 1/4": \_\_\_\_\_ RCA to RCA: \_\_\_\_\_

RF Cable: \_\_\_\_\_ BNC to BNC: \_\_\_\_\_ BNC to RCA: \_\_\_\_\_

Adaptors: \_\_\_\_\_

### Accessories:

Video Tape: \_\_\_\_\_ Extension Cord(s): \_\_\_\_\_ Power Strip(s): \_\_\_\_\_

Light Kit #: \_\_\_\_\_ Other: \_\_\_\_\_

I, the undersigned, certify that the above equipment is in good working order. I understand that I am fully liable for loss of or damage to equipment borrowed. I have read and understand HWCAM, Inc.'s Policies & Procedures and I agree to abide by them.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18 years of age, parent/guardian must sign to accept full responsibility of member.

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_