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Equipment Sign Out Form

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

While the equipment is in my care I will:
Protect it from excessive shock or vibration
Protect it from water, moisture, liquids and corrosives
Protect it from grit and grime
Protect it from excessive heat in cars or sunlight
Protect the camera lens from scratches
Protect the equipment from theft or vandalism

I am familiar with and will follow NPYV/ BRB TV, LLC Policies and Procedures regarding equipment usage.

I made sure all equipment I need is listed, and the form is approved by the Operations Manager. I know that the completed form will be kept on file.

I recognize that the use of this equipment will result in programming for Nashua Public Television to be aired by BRB TV, LLC

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 BRB TV, LLC Policies.

I know that returning equipment must be at an agreed upon time as designated by the Operations Manager.

I will report any problems or damage with equipment to the Operations Manager.

I know that batteries in need of charging will be given to the Operations Manager.

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, stolen 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!

Print Name: _____ **Signature:** _____

Address: _____ **Phone:** _____

Date signed out: _____ **Date to be returned:** _____

Equipment being signed out:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved by : _____ **Date:** _____

Returned on : _____