

Yellow Springs Community Access Channel 5 PORTABLE EQUIPMENT CHECKOUT FORM

Checked out

Returned

	Camera	
<input type="checkbox"/> TRV280 (Red)	<input type="checkbox"/> GL-2 ()	
<input type="checkbox"/> TRV280 (Silver)	<input type="checkbox"/> GL-2 ()	
<input type="checkbox"/> TRV 120 ()	<input type="checkbox"/> _____ ()	<input type="checkbox"/>
<input type="checkbox"/> AC power / Charger		<input type="checkbox"/>
<input type="checkbox"/> Camera to Composite (RCA) cable		<input type="checkbox"/>
<input type="checkbox"/> Other cable _____		<input type="checkbox"/>
<input type="checkbox"/> Remote		<input type="checkbox"/>
<input type="checkbox"/> Instruction Manual		<input type="checkbox"/>
<input type="checkbox"/> Tripod Offset Adapter (TRV 280 only)		<input type="checkbox"/>
<input type="checkbox"/> Battery # _____ # _____		<input type="checkbox"/>
<input type="checkbox"/> Tape # _____ # _____ # _____ # _____		<input type="checkbox"/>
<input type="checkbox"/> Tripod # _____ # _____		
<input type="checkbox"/> Microphone # _____ # _____ # _____ # _____		<input type="checkbox"/>
<input type="checkbox"/> Mixer # _____ # _____		
<input type="checkbox"/> Lighting # _____ # _____ # _____ # _____		<input type="checkbox"/>
<input type="checkbox"/> 2 Way Radio # _____ # _____		<input type="checkbox"/>
<input type="checkbox"/> Other _____		<input type="checkbox"/>
<input type="checkbox"/> Other _____		<input type="checkbox"/>

This equipment will be used to tape the following event for cablecast:

Name: _____ Date: _____ To Return: _____

Location: _____ Contact (phone, email) _____

Problems experienced _____

RULES OF PORTABLE EQUIPMENT USE

Extracted from the Station Rules

- Reservations for portable equipment should be made at least 24 hours in advance. The maximum time allowed for a portable equipment reservation is 48 hours.
- Taking out equipment must be done when there is an equipment volunteer at the station to check the equipment out. At that time, the volunteer and producer will review the equipment and make sure everything is in good and working order.
- All equipment borrowed must stay within a 25 mile radius of the Village of Yellow Springs. Exemptions must be approved by the manager or program director.
- Equipment must only be used for preparing a program for cablecast on the YSCAC channel. A checkout form must be used to document the equipment and materials borrowed and returned. Private or commercial use of YSCAC equipment is prohibited.
- Equipment should be returned when it is not actively being used, so others can use it. Exceptions may be requested from an equipment volunteer or the Station Manager.
- Shortly after return of the equipment, the user should have a program to give the station for cablecast. If there are editing difficulties, contact the station for help.
- The producer will be held responsible for damaged or lost equipment.

I have read and agree to abide by the above rules
