



# Equipment Use Agreement

PO Box 702 1706 12<sup>th</sup> Ave Longview, WA 98632  
360-636-3310 www.kltv.org

Checking out equipment from KLTV indicates that the borrower will inspect the equipment before every checkout session and confirm it to be in proper working order and that all pieces are included. (The checkout process will ask for verification of the number of pieces checked out).

The borrower will reimburse KLTV for the reasonable cost of repairs, parts and replacement that arise because of damage or loss of equipment occurring while it is checked out to the borrower. If any piece of equipment is damaged beyond repair while in the borrower's possession the borrower will reimburse KLTV in an amount equal to the replacement cost of the equipment. 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.

The equipment must be returned to the KLTV facilities 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.

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. 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.

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 through the last day of \_\_\_\_\_ 20\_\_.

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

X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ (borrower)

X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ (parent or guardian)

X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ (KLTV staff)