

Equipment Reservation

Day, date, & time to be checked out: _____

Staff Sign Out: _____

Day, date, & time to be returned: _____

Staff Sign In: _____

I have examined the equipment & agree that it is in operating condition.

I assume all responsibility for damage that occurs to equipment & tapes which is outlined in MVCC Access Policies.

I agree to take proper care of the equipment and return it to the access center at the date & time indicated.

Signature of Borrower: _____

Equipment not returned: _____ STAFF SIGN: _____

Signature of Parent or Guardian: _____
(If borrower is under 18)

Signature of Borrower agreeing this equipment has not returned:

SIGN: _____ DATE: _____

In	Out	Camcorder	Amt	Inv. #
		S-VHS (Camcorder 456) Power Adapter Power-Cam cord XLR- mini cord Outlet Checker		
		Mini DV Camera (GL-2) Power Adapter Power-Cam cord Power-Wall cord Mini-RCA cord Firewire cable Headphones		
		DVC Pro Sun Gun Headphone Power unit Power-Wall cord Power-Cam cord L/M Adapter (210/215 only)		

In	Out	Accessories	Amt	Inv. #
		Batteries		
		Tripod		
		LCD Monitor(s)		
		Monitor(s)		
		Light Kit		
		Wireless Mic		
		Lavalier Mic		
		Shotgun Mic		
		Handheld Mic		
		Headphones		
		Audio Cables		
		Video Cables		
		Power Strip		
		Extension Cord		
		Duffel Bag		
		Adapters (audio)		
		Adapters (video)		

In	Out	Switcher Unit	Amt	Inv. #
		Switcher Model		
		Cable Kit (listed)		
		SVHS Deck		
		Monitors		
		Cameras		
		Batteries		
		Tripod		
		Microphones		
		Audio Cables		
		Video Cables		
		Power Strip		
		Extension Cord		
		Mic Stand		
		Duffel Bag		
		Adapters		
		Headset Kit		
		Gaffer Tape		