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|  | **SCREEN 303 Equipment Loan Form** |  |

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| Borrower’s Name: | |
| ID Number: | Ph: |
| Pickup date: | Return date: |
| Pickup time:  *Staff to fill out* | Return time:  *Staff to fill out* |

1. By signing this form I acknowledge that I have received all of the items checked on this list.
2. I accept liability for any loss or damage occurring to these items while in my care and will cover the cost of the insurance excess to replace items. It is my responsibility to report any damage done or discovered while equipment is in my care.
3. I understand all health and safety regulations must be followed, including use of RCDs, gaffer tape, sandbags and fasteners to secure gear and prevent accidents.
4. Failure to maintain equipment, replace lost equipment or to return equipment in a timely manner will result in future loan-outs being refused and in extreme circumstances will result in course marks being withheld.

**I acknowledge that I have received the gear and accept the terms listed above.**

**…………………………………………**

**Transfer Agreement**

All gear must be returned to Gear Storage on the agreed date/time. In very rare circumstances you may need to transfer some equipment to another student’s group instead of returning it to gear storage first. In that event, you must ensure the following requirements are met:

* Both groups have made written requests to the Media Technician asking permission to transfer equipment
* Both groups have received written confirmation by the MT to transfer equipment
* Equipment has been checked at the point of transfer and both groups have signed confirming gear was in working order at the point of transfer
* **Transferring equipment also transfers liability. As the transferred borrower, signing below accepts responsibility to repair/replace any broken/missing gear.**

Original borrower ..................................................................................................................

Tranferred borrower .............................................................................................................

As Media Technician I confirm the above requirements were met ...........................................................................

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| **EQUIPMENT** | **Available** | **Requested** | **Taken** | **Returned** | **Unit #** |
| ***Camera Equipment*** |  | *Student to fill out* | *Staff to fill out* | *Staff to fill out* | *Staff to fill out* |
| Panasonic AG-DVX200 Camera | 1 |  |  |  |  |
| Panasonic GH4 Camera with Saramonic Smart Rig and Variable ND Kit | 1 |  |  |  |  |
| Miller Air **Tripod** | 1 |  |  |  |  |
| Panasonic **64 GB SD Card** | 2 |  |  |  |  |
| Panasonic Batteries | 2 |  |  |  |  |
| Panasonic Battery Charger | 1 |  |  |  |  |
| ***Sound*** |  |  |  |  |  |
| **Shotgun Mic (incl. Pistol Grip & Windshield)** | 1 |  |  |  |  |
| **Boom Pole** | 1 |  |  |  |  |
| **XLR Lead** | 1 |  |  |  |  |
| **Headphones** | 1 |  |  |  |  |
| **Sony Radio Mic** | 1 |  |  |  |  |
| **Zoom H5** | 1 |  |  |  |  |
| ***Lighting*** |  |  |  |  |  |
| **Reflector** | 1 |  |  |  |  |
| **Mini Led (incl. Battery Charger & Mains Adapter)** | 1 |  |  |  |  |
| **Mini Led Batteries – Sony NP-F570** | 2 |  |  |  |  |
| **Led Panel** | 1 |  |  |  |  |
| **Swit V-Lock Batteries** | 2 |  |  |  |  |
| **Swit V-Lock Battery Charger** | 1 |  |  |  |  |
| **Red Head** | 1 |  |  |  |  |
| **Poly (incl. Poly Clamp)** | 1 |  |  |  |  |
| **Light Stand** | 4 |  |  |  |  |
| **Sand Bags** | 3 |  |  |  |  |
| **Pegs & Gels** | X |  |  |  |  |
| **Extension Leads** | 1 |  |  |  |  |
| **Dimmer Switches** | 1 |  |  |  |  |
| **Safety** |  |  |  |  |  |
| **First Aid Kit** | 1 |  |  |  |  |
| **Safety Gloves** | 1 |  |  |  |  |
| **RCD** | 1 |  |  |  |  |
| **Road Cones** | 4 |  |  |  |  |
| **High Visibility Vest** | 3 |  |  |  |  |
| ***Other***  ***Student to fill out (requires approval by staff)*** |  |  |  |  |  |
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