

Borrower

Please fill in this form electronically. For group projects the listed borrower must be present for checkout and return.

Name: _____

Email: _____ @email.vccs.edu Phone: _____

Class & Section: _____ Instructor: _____

Production Information

Provide call sheets to your instructor if applicable.

Project Title: _____ Not Applicable

Borrower Role: Director Producer Other: _____ Not Applicable

This request is for a Film Production I or II project.

Location Information

Provide any location agreements to your instructor if applicable.

The equipment will be used off-campus.

Location(s):

Checkout Process

- 1. Prepare your request.** Fill in this form, indicating the equipment that you wish to borrow on the reverse of this page.
- 2. Get approval from your instructor.** Email the completed request to your instructor. If approved your instructor will coordinate with the Arts Assistant on any additional steps needed for your request. Some equipment may require additional authorization.
- 3. Schedule your checkout.** Once your instructor approves your request, book a checkout time at www.jtcc.edu/arts. Clarify any special logistics if needed.
- 4. Use and return the equipment according to this agreement.**

Checkout

Return

(Gray blocks office use)

Returned: ____/____/____

Late Loss Damage

Agreement

Any equipment provided by John Tyler Community College Department of Visual Arts is to be used solely for academic purposes at the locations and by the people that you indicated. As the borrower of the equipment, you are assuming responsibility for protecting and securing the equipment while in your custody including transportation, storage, and use. You are expected to return the equipment on time and in the same condition as it was when checked out.

You may be liable for reasonable repair or replacement costs if damage or loss occurs while the equipment is checked out to you. To prevent accidental damage anyone using the equipment while in your custody must be qualified to operate that equipment. Do not modify the equipment in any way without prior written consent, and do not transfer the equipment to a third party unless instructed to do so.

The Department of Visual Arts can end this agreement at any time. You must make the equipment available when asked by a representative of the Department of Visual Arts. A student may be prohibited from checking out equipment based on prior misuse or improper care of department equipment, providing misleading information, failure to disclose damage, returning equipment late, or any other valid reason.

Checkout Date

Return Date

Borrower Signature (Sign at checkout)

TYLER Visual Arts Equipment Checkout Request

Borrower _____

(Gray blocks office use)

Indicate the specific film and photography equipment that you would like to request below. Note, some equipment may require special approval before it can be checked out. Computers, projection equipment, and the drone are ineligible for student checkout. From time to time, some equipment may be reserved for use by a particular class.

Cameras & Lenses

For group projects, who is primarily responsible for using this equipment?

Camera(s):

Lens(es):

- Equipment Case
- Lens Case
- Battery Charger
- Batteries _____
- Media _____

Sound

For group projects, who is primarily responsible for using this equipment?

Microphone(s):

Audio Recording:

- Sound Case
- Booms _____
- Headphones _____
- Blankets _____
- Media _____

Lighting & Gear

For group projects, who is primarily responsible for using this equipment?

Lighting:

Camera Support:

- Flag Kit # _____
- Light Stands _____
- Backgrounds _____
- Gel

- Apple Boxes _____
- Extension Cords _____
- Ladder
- Clamps _____
- Radios _____
- Step Stool
- C-Stands _____
- Sandbags _____
- Equipment Cart

Other