Manchester Community College
Video Equipment Loan Agreement

Equipment loan for approved students in COM 166 is from **Tuesday to Thursday** and **Thursday to Tuesday**.

- *Use of Panasonic kits is restricted to approved students in COM 166.*
- Canon kits may be borrowed for 2 days by MCC students, faculty & staff.

In signing this form I agree to use and return – under the terms listed below – any video equipment that I borrow from the Raymond F. Damato Library at Manchester Community College. I agree and/or acknowledge that:

- I will return equipment when it is due.
- I will return equipment in the same condition that I borrowed it.
- I will owe a **late fee of $5.00 per day for each piece of equipment** kept past the due date.
- Equipment "renewals" are only allowed when there is one of the same piece of equipment available for another student to have a chance to use.
- There will be **NO** telephone renewals
- There will be **NO** in-person renewals without equipment in hand.
- I understand that it is my responsibility to charge the camera before use.
- If enrolled in COM 166, I will be responsible for receiving training on equipment usage from my instructor.
- If the equipment is damaged, lost or stolen I will be assessed a replacement fee (listed below).
- Unpaid library fines and fees, including those related to damage, loss or theft will result in a **hold on my student account in Banner**, preventing me from registering for classes, graduating, requesting transcripts, and borrowing from the library.
- Theft will be reported to the State Police and prosecuted accordingly.
- MCC has the right to deny access to this equipment at any time.

**Video Equipment:**

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panasonic Lumix DMC-GH4 Kit (restricted use)</td>
<td>$800.00</td>
</tr>
<tr>
<td>Canon Vixia R62 Kit</td>
<td>$350.00</td>
</tr>
<tr>
<td>Tripod</td>
<td>$  90.00</td>
</tr>
<tr>
<td>Handheld Microphone</td>
<td>$  15.00</td>
</tr>
<tr>
<td>Condenser Microphone</td>
<td>$  40.00</td>
</tr>
<tr>
<td>Shotgun Microphone</td>
<td>$  50.00</td>
</tr>
</tbody>
</table>

Name (print): ____________________________________________________________

Signature: ______________________________________________________________

Professor: ________________________ Date: __________________________

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