

Equipment Rental/Loan Agreement Form

General Conditions

- The renter must be a current Dawson City Arts Society member in good standing and be able to demonstrate responsibility and competency, regarding care, control and use of the equipment, to authorized staff. Equipment cannot be signed out unless renter has received training through KIAC or can demonstrate equivalent experience. Prices do not include technical assistance from KIAC Staff.
- All equipment must be operated under the direct supervision of the renter, who will be **responsible for any damages** incurred during the term of rental. Users must not place portable equipment in high-risk situations (e.g. in a watercraft, held out of a car window, hang gliding) without specific written permission and a deposit equal to the value of the equipment.
- Any damage or malfunction must be immediately reported to authorized staff. Users must not attempt to take apart or repair equipment as it may void the warranty.
- Renters must obtain written permission from authorized staff to take the equipment out of Dawson City. Out of Canada rentals are not permitted.
- Late returns are subject to extra billing.
- We require 24-hr notice for a reservation in order to ensure the equipment is ready.
- Weekend Rentals are charged for 1 day – Friday at 4 pm to Monday at 10 am otherwise you will be charged an extra day.
- Equipment Rental Hours are Mon – Fri 9 am – 12:30 / 1:30 – 4:30 pm.
- Note: For video projects it is advisable not to mix cameras (i.e. HD to 1-Chip or 3-Chip).

Cameras

- The camera's lens must not be pointed at the sun for longer than a few seconds. Damage can occur in the form of burnout on the LCD. Do not allow bright light, either sunlight or studio lights, to shine into the camera lens for extended periods.
- During use, the renter is responsible for battery charge condition. Batteries do not need to be fully discharged before recharging. Please return cameras with all cables and accessories stored appropriately in the case. Please reset any camera settings (LCD brightness, digital effects, etc.) to normal operating settings prior to return. Some microphones require "AA" batteries for power. These are the responsibility of the renter.

Editing Suite

- The user is responsible for backing up work.** KIAC is not responsible for lost data. Projects will be deleted from the hard drive 2 weeks after completion unless other arrangements are approved in writing by authorized staff prior to the last editing appointment. The computer must be properly shut down with all power and lights off. Any damage or error messages should be recorded and reported as soon as possible to authorized staff. Users are encouraged to use their own external hard drives or rent one from KIAC to back up their files.

I understand and agree to the terms and conditions described in this equipment rental agreement form.

Renter:

Printed Name

Signature

Date

Authorized Staff:

Printed Name

Signature

Date