JAMM Audio/Video Equipment Check Out

Name: _____ **JAMM** _____ **(class #)**

Phone: _____ **E-mail:**_____

Date/day requesting (now): _____ **Time requesting (now):** _____

Date/day you will check out (pick up): _____ **Time checking out:** _____

Date/day returning: _____ **Time returning:** _____

EQUIPMENT	ITEM REQUESTED	ITEM ISSUED (student initials)	ITEM RETURNED (employee initials)
CAMERAS			
Canon Vixia (tape)			
Canon AXH1 (tape)			
Sony HC3 (tape)			
Sony FX1 (tape)			
Sony FX1000 (tape)			
Go Pro (Card)			
DSLR (Card)			
Panasonic (Card)			
Panasonic Shoulder (Card)			
CAMERA ACCESSORIES			
Lens Cap			
Battery (small or large)			
Tripod w/Quick Release			
Fig Rig w/Quick Release			
Monopod w/Quick Release			
Charger/AC Adapter			
Conversion Lens (type)			
Filter (type)			
Rain Cover			
User Manual			
LIGHTING			
Lowel Tungsten Kit			
Lowel Fluorescent Kit			
Lowel Battery Powered Kit			
Bescor Portable Light			
Clip Light w/lamp			
Smith Victor Large Kit			
AUDIO			
Tascam Audio Recorder			
PMD660 Audio Recorder			
Shotgun microphone			
Stick/Hand microphone			
Lavalier micr w/clip & windscreen			
Headphones			
XLR (indicate size/length)			
Shockmount			
Fishpole			
OTHER EQUIPMENT			

Notes:

READ AND SIGN THE BACK OF THIS FORM OR IT WILL NOT BE PROCESSED.

READ COMPLETELY AND SIGN BELOW. WHEN YOU CHECK OUT GEAR MAKE SURE YOU PHYSICALLY HAVE EVERYTHING THAT YOU ARE BEING HELD REPSONSIBLE FOR. PLEASE TREAT THE EQUIPMENT AS THOUGH YOU PAID FOR IT. DO NOT LEAVE GEAR IN CARS OR UNATTENDED.

1. I understand that by signing this form I accept full responsibility for the care and safe return of this equipment.
2. I understand that I am financially responsible for lost or damaged equipment and that I will be charged accordingly should loss or damage occur. I realize I should read user manuals for proper operation & maintenance of gear.
3. I understand this equipment is due within 24 hours of when I checked it out (weekends being exceptions).
4. If I do not return items when they are due, I may be denied further equipment reservations.
5. School of Journalism and Mass Media equipment and facilities are for use only by students registered in JAMM audio/video production courses in a given semester. Permission for use of equipment and facilities will not be granted to any other parties. JAMM equipment and facilities are to be used by registered students only for work assigned in those audio/video production courses. No outside work or personal projects are allowed.

_____ _____

Student's name (printed) **Equipment manager's name (printed)**

_____ _____

Student's signature **Equipment manager's signature**

Equipment checked in by: _____ **(print name)**

Equipment checked in date: _____ **and time:** _____

Notes: _____

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