

Equipment Liability Form

Community Voice Channel

105 Notch Road
Bolton, CT 06043
(860) 645-1454
Info@cvcCT.org

I understand that:

1. Use of this equipment is limited to those who have completed a Community Voice Channel (“CVC”) Field Production Workshop. I will not allow anyone to use this equipment that has not completed a CVC Field Production Workshop.
2. I am personally and financially responsible for this equipment.
3. I am responsible for returning the equipment on time to a CVC employee.
4. The equipment cannot be left unattended. (Do not leave in vehicle overnight)
5. The equipment cannot be utilized in inclement weather. (rain or snow)
6. The equipment will be packed and transported properly.
7. It is my responsibility to check the working condition of the equipment before I leave the Community Voice Channel facilities.

I have read and agree to abide by the CVC Policies and Procedures.

For Producers:

Signature _____ Date Out: _____ Date in: _____

Name (Printed) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

Email _____

For PARENT or Legal Guardian if Producer is under 18 years of age:

I agree to accept full financial responsibility for the loss, damage or misuse of any Community Voice Channel equipment that is hereby being checked out by my young adult:

(Please print minor’s name) _____

Signature _____ Date: _____

Name (Printed) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

Email: _____

EQUIPMENT

Date Out: _____ Date In: _____
 Time Out: _____ Time In: _____

OUT

Check mark
 Staff Initials

IN

Check mark
 Staff Initials

PROBLEMS

Described on front &
 Initialed by volunteer

NX3 Camera (circle all that apply) #1 #2 #3 (Includes case)			
GL2 Camera (circle all that apply) #7 #8 #9 #10 #11 #12 #13 #14 #15 #16 (Includes case, AC adaptor, & cables)			
CANNON Batteries (NX3 or GL2) #____ #____			
Tripod #3 #9 #10 #11 #12 #14 #15 #16 #17			
Dual XLR, DPA-4P #3 #5 #6 #12 #14 #15			
Mini DV Tape Stock (how many, used or new)			
Audio			
Headphones (Circle one) #1 #2 #3 #7 #8			
Handheld Microphone (Circle all that apply) #1 #2 #3 #5 #6 #7 #8 #10 #12 #13			
Lavaliere Microphone (circle all that apply) #6 #9 #10 #11 #12 #16 #17			
Shotgun Microphone (Circle all that apply) #1 #2 #3 #9 #10			
Microphone Stand: Floor or Table stand #1 #2 #3 #6			
Conference Microphone #1 #2			
Wireless Mic #1 #2			
Audio Mixer (circle number) #1 #2			
Cables Cords			
1/8in to XLR female Audio Cable #1 #2 #3 #4			
Stereo to XLR (circle) Male or Female #1 #2 #3 #4			
XLR Male to XLR Female (indicate number and color) Purple, Blue, Green, Brown, #____ #____ #____ #____			
AC Extension Cord (Circle all that apply) Orange # 1 #2			
Fire Wire 6-pin – 6pin or 4-pin to 6-pin or 4-pin to 4-pin			
Lighting			
Field Light Kit #1 or #2			
Accessories			
Battery Access Belt Pack			
Adapters (type & how many)			
Audio Box (Circle One) #1 #2 #3 #4 #5 #6 #11			
Tripod Dolly			
Camera Remote			
Tricaster			