

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			
Video Camera			
Shoulder Video Camera			
DSLR			
GoPro			
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)			
Field Monitor			
Other (specify)			
LIGHTING			
Lowel Tungsten Kit			
1-LED Kit			
2-LED Kit			
Small Bescor Portable Light			
Clip Light w/lamp			
Reflector			
Other (specify)			
AUDIO			
Tascam Digital Audio Recorder			
Shotgun microphone			
Lavalier micr w/clip & windscreen			
Stick/Hand microphone			
XLR (indicate size w/ S,M,L or mini)			
Shockmount			
Fishpole			
Headphones			
OTHER EQUIPMENT (Specify)			

Notes:

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

READ COMPLETELY AND SIGN BELOW. WHEN YOU CHECK OUT EQUIPMENT MAKE SURE YOU PHYSICALLY HAVE EVERYTHING THAT YOU ARE BEING HELD RESPONSIBLE FOR. PLEASE TREAT THE EQUIPMENT AS THOUGH YOU PAID FOR IT. DO NOT LEAVE IT 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 and agree to pay all costs associated with damage or replacement for any equipment and/or its associated peripheral equipment should it be lost, stolen, or damaged while it is checked out to me. I will operate the equipment in accordance with the user manuals detailing proper operation & maintenance of equipment.
3. I understand this equipment is due within 24 hours of when I checked it out (except on weekends).
4. If I do not return the equipment when it is 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

Did the student test the equipment before leaving?

YES: _____

NO: _____

Equipment checked in by: _____ (print name)

Equipment checked in date/time: _____

Are all items accounted for and in good working condition? _____

Notes: _____