

# TAT EQUIPMENT CHECK-OUT REQUEST

Today's Date: \_\_\_\_\_ Student: \_\_\_\_\_ Faculty: \_\_\_\_\_ Staff: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\*Project #: \_\_\_\_\_ or \*TAT Advisor/Faculty Signature: \_\_\_\_\_ (print): \_\_\_\_\_

-----\* Either a project number or TAT faculty signature are required-----

**REQUESTED CHECK-OUT DATE:** \_\_\_\_\_ **& TIME:** \_\_\_\_\_ (Between 1PM – 4PM)

**REQUESTED RETURN DATE:** \_\_\_\_\_ **& TIME:** \_\_\_\_\_ (Between 9AM – 11:30AM)

REQUESTS WITHOUT DATES WILL NOT BE PROCESSED

## VIDEO SECTION

Panasonic miniDV: \_\_\_\_\_ Canon XL-1 miniDV: \_\_\_\_\_ JVC-DY500 miniDV: \_\_\_\_\_ JVC-DY5000 miniDV: \_\_\_\_\_ Beta SP: \_\_\_\_\_  
Digital Beta: \_\_\_\_\_ **Field Monitor:** AC \_\_\_\_\_ Battery \_\_\_\_\_ 4 NP-Batteries/Charger Package: \_\_\_\_\_ 25ft BNC Cable: \_\_\_\_\_

## FILM SECTION

ArriFlex Super16 Package: \_\_\_\_\_ Bolex 16mm: \_\_\_\_\_ Shoulder Pad: \_\_\_\_\_ Prime Lens Package: \_\_\_\_\_ Accessory Kit: \_\_\_\_\_  
Light Meter: \_\_\_\_\_ Ditty Bag: \_\_\_\_\_ Changing Bag: \_\_\_\_\_ Slate: \_\_\_\_\_ Tripod: \_\_\_\_\_

## AUDIO SECTION

Shure Field Mixer: \_\_\_\_\_ PortaDAT: \_\_\_\_\_ Marantz Cassette Recorder: \_\_\_\_\_ Headphones: \_\_\_\_\_ Handheld Mic: \_\_\_\_\_  
Shotgun Mic/Boom Poll Package: \_\_\_\_\_ Lavalier Mic: \_\_\_\_\_ Wireless Lav. Mic: \_\_\_\_\_ Condenser Mic: \_\_\_\_\_ Mic Stand: \_\_\_\_\_  
Mic Stand Adapter: \_\_\_\_\_ 25ft XLR Cable: \_\_\_\_\_

## LIGHTING SECTION

Arri Kit: \_\_\_\_\_ Lowel Kit: \_\_\_\_\_ Kino-Flo Kit: \_\_\_\_\_ Mini-Mole: \_\_\_\_\_ Frezzi mini-fill: \_\_\_\_\_ 650W: \_\_\_\_\_ 1000W: \_\_\_\_\_ 2000W: \_\_\_\_\_  
Mini Mole Snoots: \_\_\_\_\_ **Softbox:** Photoflex (large) \_\_\_\_\_ Chimera (small) \_\_\_\_\_ Speed Ring (Specify): \_\_\_\_\_

## GRIP & ELECTRICAL SECTION

Baby Stands: \_\_\_\_\_ Baby Sticks \_\_\_\_\_ Junior Stands: \_\_\_\_\_ C-Stands: \_\_\_\_\_ Sandbags: \_\_\_\_\_ Extension Cords: \_\_\_\_\_ Stingers: \_\_\_\_\_  
Sound Blanket: \_\_\_\_\_ Manfrotto: \_\_\_\_\_ **Apple Boxes:** Pancake \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/2 \_\_\_\_\_ Full \_\_\_\_\_ Western Dolly (Blue) \_\_\_\_\_  
Matthew's Dolly Package w/tracks & centipede \_\_\_\_\_ Wood Dolly \_\_\_\_\_ Glide Cam Mount: \_\_\_\_\_ Portable Green Screen: \_\_\_\_\_  
**Diffusion/Reflection:** Gold/White Bounce \_\_\_\_\_ Gold B-Board \_\_\_\_\_ 4'x4' Silk \_\_\_\_\_ 3'x3' Knife Blade Diffusion Frame: \_\_\_\_\_ 4'x4' Foil  
Reflector: \_\_\_\_\_ 18"x24": Solid \_\_\_\_\_ Double \_\_\_\_\_ 24"x36": Solid \_\_\_\_\_ Double \_\_\_\_\_ Single \_\_\_\_\_ 24"x48": Solid \_\_\_\_\_ 24"x72": Solid \_\_\_\_\_  
28"x36": Solid Floppy \_\_\_\_\_ **C-Clamps:** C-Clamps \_\_\_\_\_ Angled \_\_\_\_\_ Corner \_\_\_\_\_ Spring \_\_\_\_\_ Studded \_\_\_\_\_  
**Clamps:** Cardellini \_\_\_\_\_ Duckbill/gator \_\_\_\_\_ Stud \_\_\_\_\_ Stud Plate \_\_\_\_\_ B & S Hi-Hat: \_\_\_\_\_ Pancake w/Pin: \_\_\_\_\_ Trombone: \_\_\_\_\_  
**OTHER:** \_\_\_\_\_

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**See the TAT Equipment Check-Out Policy.** "I have been given, and I read, understood and accept the Teledramatic Arts and Technology Department Equipment Check-Out Policy including those sections which pertain to Insurance Coverage and limitations thereof."

**DECLINING TO SIGN AND DATE THIS FORM RENDERS THIS CONTRACT NULL AND VOID**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

-----Service Desk Use Only-----

Date/Time Received: \_\_\_\_\_ Email Client if Approved / Pending / Denied:  Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date/Time Checked-Out: \_\_\_\_\_ By: \_\_\_\_\_

Date/Time Checked-In: \_\_\_\_\_ By: \_\_\_\_\_

## **Teledramatic Arts and Technology Department** **Equipment Check-Out Policy**

a) The Teledramatic Arts and Technology Department (TAT) at California State University Monterey Bay (CSUMB) provides the use of university-owned equipment to qualified students, faculty and staff according to priorities and allocation of resources established by the Department. Once priority has been established, requests are granted on a first-come, first serve basis.

b) All persons requesting equipment, herein referred to as “clients”, must complete and return the TAT General Information Form (GIF) to the TAT Service Desk prior to submitting an Equipment Check-Out Request. Students may be required to provide proof of enrollment for each new academic term.

c) All requests must be filled out completely and legibly. All requests must have either a valid project number or a TAT faculty signature. Incomplete or illegible requests will not be processed. Requests must be received at least 2 working days (48 hours) prior to the requested checkout date. All clients will receive an e-mail from the TAT Service Desk regarding the approval, rejection, or pending status of their request once it has been processed.

d) TAT operations staff may impose additional requirements on the client prior to the approval of their request including, but not limited to the following: Client and/or any persons who will be operating equipment may be required to demonstrate technical competency to the satisfaction of the TAT operations staff.

e) TAT does not hold insurance coverage for equipment. The client will be responsible for the following types of damage: Intentional damage, misuse, neglect, marring or scratching of items of a brittle nature, theft from an “Unattended Auto”, or Criminal acts committed by the client.

f) Client may be required to provide proof of property insurance for any equipment requested. Insurance coverage must be valid for the entire checkout period covering all locations and modes of transportation for equipment. Insurance must cover all causes of damage or loss. Insurance must cover the entire replacement value of the equipment. Client is responsible for all costs not covered by insurance.

g) The client agrees to return all equipment as scheduled, in clean and proper working order. The client agrees to provide for the repair or replacement of any and all equipment items in the event of damage or loss. Payment arrangements will be made on an individual-case basis. Failure by a client to meet or abide by payment terms may result in withholding of academic transcripts, diplomas, financial aid, or other university services. Clients failing to meet or abide by payment terms may face civil action.

h) Cancellation Notification: Clients must phone or e-mail the TAT Service Desk no later than the business day prior to the scheduled check-out date to cancel their request without penalty.

i) Late Return Notification: Clients must phone or e-mail the TAT Service Desk no later than one hour prior to scheduled check-in appointment on the day of the scheduled return if they will be unable to return the equipment on time. Clients may request an extension of their return date / time and avoid late penalties provided that the equipment is not already late

j) Late Returns: Specific dates and times will be scheduled for equipment check-ins. When a client returns their equipment late without prior warning, they will be yellow flagged and could LOSE their privilege to check out equipment for the entire remainder of the semester. If the student returns the equipment late a second time, he/she will lose all equipment checkout privileges for the remaining semester.

k) Late Checkouts / No-Shows: Specific dates and times will be scheduled for equipment checkouts. If a client is late for their equipment pick-up, the request will be canceled and no equipment will be checked out. Clients will be warned, and repeated instances may result in loss of checkout privileges for the rest of the semester.

l) TAT operations staff may cancel or amend any request in whole or in part at any time without notice. TAT operations staff may repossess equipment from client at any time without notice or stated cause.

m) Clients should allow at least 25 minutes for completion of check-in and checkout procedures, though said procedures could last longer, without advanced warning to the client. Clients are responsible for verifying the existence and operating condition of all equipment being checked-out. Client must report any damages or equipment problems at check-in. Client remains responsible for equipment until an operations staff member has formally checked it in. Client remains liable for any damages not reported and discovered subsequent to check-in.

n) Clients may not loan, lease, or rent TAT equipment to other parties. Use of equipment on or near water, on or near sandy areas, on or near snow/ice, in extremely hot/humid or cold environments is prohibited. Clients may petition the TAT Operations Supervisor for an exception.

o) Equipment may be checked out for a maximum of three consecutive nights during peak academic periods. Clients must petition the TAT Operations Supervisor if requesting longer checkout periods.

### **TAT Service Desk hours are:**

Monday, Tuesday, Thursday and Friday

9AM-12PM Equipment Check-In / 1PM-4PM Equipment Check-out.

**\*\*\*Closed Wednesdays\*\*\***