

GCTV EQUIPMENT RENTAL AND CONDITIONS AGREEMENT TOWN OF GRAY

It is crucial that the equipment belonging to GCTV is well looked after and returned in the same condition it was in at the time it was borrowed. It is necessary for any Borrower of equipment to have read and understood the Terms and Conditions, as well as completed a training session with the station manager.

GENERAL

- The Borrower shall be responsible for the collection and return of equipment by the time specified on the rental confirmation email.
- Equipment hire can only be picked up and dropped off by appointment at the GCTV office (24 Main Street, Gray, ME 04009, Room 113).
- Late returns will incur possible penalties for future rentals.
- Equipment may only be rented by Gray residents who have completed a training session with GCTV station manager.
- Residents must show a photo ID or a piece of mail with their current address on it.
- Should any damage or liabilities occur, you, the Borrower, are completely responsible for both repair and/or replacement costs of the equipment borrowed.
- GCTV reserves the right to cancel an equipment booking with up to 48 hours notice.

RESPONSIBLE USE OF EQUIPMENT

- All reasonable precautions must be taken to make sure that equipment is not damaged, stolen or lost.
- Equipment must not be used in abnormal or hazardous conditions without prior approval by GCTV staff. These include but are not limited to situations where the equipment is at risk of water damage, exposed to extreme heat and humidity.
- Equipment must be locked safely in a house overnight and not left in a car unattended.
- Equipment is to be used only by the person renting the equipment.
- Equipment must remain under the supervision of the Borrower, who is solely responsible for its care.
- Any damage or problems must be reported to the GCTV station management as soon as possible at gctv2@graymaine.org
- You may have to pay for the repairs or replacement of equipment damaged under your care.

EQUIPMENT BOOKING CHANGES

When borrowing equipment, keep in mind that GCTV has limited resources. Communication with GCTV staff is essential to the running of our station. Remember that there are often other producers waiting for the return of the equipment so they can use it after you. If you think you cannot return the equipment on time, please call the office at 207.657.3339 x 130 ASAP to arrange an alternative time.

I, _____ have read, understood, and agreed to the terms, conditions, and obligations stipulated by this contract.

RENTER

Name

Signature

Date

WITNESSED BY GCTV STATION MANAGER

Name

Signature

Date