



# EQUIPMENT CHECK OUT FORM

Scheduled **Pick Up**: \_\_\_\_\_ / \_\_\_\_\_  
Date Time

Scheduled **Return**: \_\_\_\_\_ / \_\_\_\_\_  
Date Time

Member/User \_\_\_\_\_

Phone \_\_\_\_\_

**EQUIPMENT IS DUE BACK BY 12:00 PM ON SCHEDULED RETURN DATE.  
 IF YOU NEED TO RETURN IT LATER, YOU WILL NEED TO MAKE ARRANGEMENTS WITH A STAFF MEMBER. IF NO ARRANGEMENTS ARE MADE, YOU MAY BE CHARGED A \$10 LATE FEE (Per Day).**

ITEM	QUANTITY
Camera #	
Tripod #	
Wireless Mic #	
Wired Mic #	
Mic Cable #	
Cables:	
Other:	

I agree to accept full responsibility for returning all equipment released to me in good condition, \*except as noted below and initialed by staff. Failure to sign or have staff initial below implies I accept responsibility for any damage found later. I further understand that it may take as many as two business days for staff to check equipment when returned, and that I will be held responsible for any damage found whether the equipment is checked in my presence or not.

**Equipment Condition  
At PICK UP**

Member has inspected equipment  
 Member DECLINED inspection

➔ \_\_\_\_\_  
Member/User Signature

**Equipment Inspection  
At RETURN**

Staff has completed initial inspection and found equipment complete upon return. Detailed inspection to be performed.

➔ \_\_\_\_\_  
Staff Initials

Record of field camera hours: (at checkout) \_\_\_\_\_ (at return) \_\_\_\_\_