

Trent Colleges
Video Equipment Loan Agreement

I/WE have borrowed from the (insert name of College or Trent in Oshawa) _____ Office the following video equipment: a Sony HDR-XR200V video camera, a boom microphone, and an accessory kit including: one extra battery and a camera case. At the time I/we borrowed this equipment I/we acknowledge that it was in good operating condition when it was picked up.

Student Name	Student Number	Email Address	Phone Number	Signature

The above student(s) agree to take full responsibility for the safety of the above listed equipment and its return in good operating condition by _____ to the (insert College name or Trent in Oshawa) _____ Office at or before 10 a.m.
(Should the return date fall on a Holiday Monday the borrowed equipment is to be returned Tuesday at or before 10:00 am.)

Any equipment borrowed which has been lost, stolen or damaged while in the care of the above listed student(s) will be charged to the student(s) at the cost of replacement, or at the cost of labour and parts for repair. Total value of the above equipment borrowed in this contract is **\$ 1300.**

Each contestant (student or group) will have a photocopy of their student IDs taken and they will be kept on file with the loan agreement in the College Office.

Booking Schedule

- ☐ Monday 1:00 pm. to Wednesday 10:00 am.
- ☐ Wednesday 1:00 pm. to Friday 10:00 am.
- ☐ Friday 1:00 pm. to Monday 10:00 am.

College/Trent in Oshawa Authorized Signature upon **lending** of equipment: _____ **Date:** _____

College/Trent in Oshawa Authorized Signature upon **return** of equipment: _____ **Date:** _____

EQUIPMENT RETURN DATE: _____