

FILM EQUIPMENT USE AGREEMENT

1. Use of film and video equipment, editing facilities, and Prentis Studio is limited to registered MFA film degree candidates for division-sanctioned course work. Use of designated equipment is also available for undergraduate students. Leave-of-absence and graduated students will not have access to division equipment. All candidates must demonstrate technical proficiency for any equipment checked out.

2. Check-outs and check-ins can be accommodated Monday, Wednesday, and Friday from 9:30 am to 12:00 pm and Monday through Friday from 1:00 pm to 5:30 pm. Students must schedule an appointment for a standard film or large video check-out or check-in at least three days in advance, and should allow a full hour for check-out/check-in.

3. **Students must return equipment by the date and time specified.** A penalty of \$5 per half hour from designated check-in time will be charged. Fees accrue until equipment is returned to the Equipment Room. Fees may be paid to the Equipment Room by check or cash. Checks should be made out to "Columbia University Film Division." Until late fees are paid, equipment reservation and use privileges (including, but not limited to, film and video equipment, editing facilities, transfer facilities, studio facilities, and classroom use) will be suspended. If the accumulated late fees have not been paid by the end of the semester, the student will not be able to register for classes.

If a student fails to return equipment by the agreed-upon date and such failure prevents others from using the equipment, the student will be liable for reimbursement of any related rental charges incurred by others.

4. The division requires all equipment to be returned in the condition in which it was checked out. Power and light cables should be properly coiled and microphone and camera cases should be packed the way they were received. If equipment is returned in an unsatisfactory manner, recoil and repacking fees will be charged.

5. During check-out it is the responsibility of the students to test equipment before leaving the Equipment Room staging area. This requires setting up and testing cameras, decks, sound equipment, and accessories. **Students will be held financially accountable for all the items which appear on their check-out forms.**

6. All students must be conscious of security, both during a shoot and while using equipment on campus. No equipment should be left unattended for any amount of time. Classrooms and editing suites should never be used to store Film Division equipment.

In case of theft a report must be made to the New York City Police Department or Columbia University Security as soon as the theft is discovered, and in no case later than 24 hours after the theft. A letter describing the events surrounding the loss, damage, or theft must be submitted to the Equipment Room Manager with copies to the Division's Program Coordinator and the Chair within 48 hours of the occurrence. In the case of theft, a copy of the official police or Columbia Security report must be attached.

7. Insurance coverage against physical damage to Film Division equipment is provided by the Columbia University Department of Risk Management. There is a \$1,000 deductible. All repair and/or replacement expenses for damaged or missing equipment within that deductible will be charged directly to the student.

8. Student's signature on the front of this document certifies that this production is being undertaken towards fulfillment of film division degree requirements and that the production will not be using any pyrotechnics or potentially dangerous stunts or special effects. Additionally, the student certifies by signature that he/she has read the above agreement as well as the Risk Management insurance guidelines, Screen Actors Guild Checklist for Student Filmmakers, and the Film Division Policy Manual and understands his/her responsibilities as set forth therein.