

Fitchburg Access Community Television

Checkout Policy

Overview

Fitchburg Access Community Television or FACTv has video production equipment available to checkout for the community. You are in charge of taking care of the equipment from the time you walk out of the office of FACTv until you return the equipment to FACTv. Please review this document thoroughly and sign the bottom of this form indicating that you agree to the rules and regulations.

Requesting Equipment

If you are interested in checking out FACTv's equipment you will need to take the following steps. We ask that you call or e-mail FACTv stating your name, phone number, email address, date for pickup, what the event or purpose of the use of the equipment is and what equipment you will need to check out. If your date or equipment is reserved or already checked out on your requested days, you will need to choose a different day for use as we take requests first come, first served. Once you have made the reservation, it will be valid through the date of pickup requested by the interested party. If the equipment is not picked up on the date you have reserved the it, you will need to reserve the equipment again for a later date and the equipment may not be available the following day.

Equipment Use

FACTv's video production equipment is available ONLY for use in creating content for FACTv. This means when you use our equipment you are agreeing that your video will be broadcasted on FACTv. If you are creating a new show you will need to provide a written proposal and meet with the FACTv's Manager for review.

Please note, that FACTv reserves the right to discontinuing equipment checkout at anytime for the following reasons:

1. If you checkout the equipment more than three times for the same project and do not shoot anything or show what you have done with the equipment. This can be reviewed by the FACTv Manager by submitting a formal letter to the manager explaining your reasons for not using the equipment as stated by the person checking out the equipment.
2. If you shoot or film inappropriate content such as nudity, sexual acts, or other content that is inappropriate use of the camera. Please Note: in these cases you can be banded from FACTv and equipment use permanently and these cases can be reviewed by the Fitchburg Police Department.
3. If the equipment is returned broken, missing, or is not in the same condition when you checkout the camera.

***Checkout**

After requesting the equipment as stated above you will come to FACTv at 5520 Lacy Road, in Fitchburg, WI in City Hall to pickup the equipment. At that time you will fill out the equipment checkout form that has your name, address, phone number, email address, reservation date, return date, a list of equipment you are checking out, current date, and your signature. At the time of checkout, one of our FACTv staff will review that all the equipment you are receiving is in good shape and will mark down what you are checking out. If you receive a piece of equipment that is broken, you need to contact FACTv right away and you can trade the broken equipment with a different piece of equipment that is working properly if we have the same piece of equipment in stock. FACTv staff will also train the person checking out the equipment during checkout. If you have any questions or concerns at that time you have the opportunity to ask before leaving FACTv.

*Please note: You are responsible for broken equipment. This means if you break it you buy it. If the piece of equipment can be repaired you will be charged for the repair costs of the broken equipment. If the broken equipment needs to be completely replaced, you will be charged to full costs of purchasing the new piece of equipment.

***Check-In**

Please bring all the equipment back and in the way you received it for check-in. If something happen to the equipment while you were using it please let the staff person know what happened. It is up to FACTv if the broken equipment will need to paid for by the person who checked out the equipment. If everything is returned and there are no issues you will be good to go. Note, that if FACTv finds that the equipment is broken because you did not tell the staff it was broken or you did not know FACTv will contact the person who checked out the equipment and informed that of the issue and determine if the person who checked out the equipment will be responsible for paying for the repairs or total replacement of the broken piece of equipment.

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Signatures

By signing this document, you understand the above checkout policy and will be fully responsible for the equipment.

Printed Name: _____ Date: _____

Signature: _____ Date: _____