

CARLETON INSTRUMENT EQUIPMENT RELEASE

1. _____, hereafter referred to as "The Borrower," has the sole responsibility as Borrower of CAMS equipment. The equipment is to remain in The Borrower's possession until the termination of the loan.
2. The equipment is to be returned to the Production Office on or before the date it is due.
3. The Borrower agrees to take the utmost care to protect the equipment and prevent it from loss, theft or damage.
4. The Borrower is not to lend the equipment to a third party.
5. The equipment is to be used only for Carleton-related use, not for private use or in any other for-profit endeavor, unless permission has been granted by Carleton College.
6. If loss, theft or damage occurs, the borrower must notify the checkout center administrator as soon as practicable, and shall protect the equipment from further damage. The Borrower is responsible for the cost of repair or replacement. The repair/replacement amount will be billed to The Borrower's Carleton student account.
7. The Borrower will be fined \$100 per instance for leaving CAMS gear unattended outside the Production Office, or misplacing CAMS equipment that is returned to us by other persons. Repeat offenders may lose their CAMS equipment checkout privileges for the remainder of the term.
8. The Borrower agrees to hand carry and keep the equipment in sight at all times during transit. Equipment is not to be checked as aircraft baggage, unless mandated by the airline. (If this results in damage to Carleton equipment, The Borrower remains responsible for repair or replacement.) The borrower agrees not to transport studio microphones out of the Weitz.
9. Failure to return the equipment on time may result in late fee penalties.
10. The Borrower understands that by borrowing this equipment, they agree to the terms of the loan as specified herein, and assume full responsibility for the equipment.
11. The terms of this agreement apply to any future CAMS production courses The Borrower might enroll in.

Borrower's Signature: _____

Home/Permanent Address: _____

Cell Phone Number: _____

Campus Email: _____@carleton.edu