

# av production / equipment contract

- I understand that video production requires the use of equipment including video cameras, tripods and Apple computers.
- I understand that it is my responsibility to care for any equipment in my possession and I will take responsibility for any damage that occurs as a result of my negligence.
- I understand that taking equipment out of the production room requires that equipment be checked out using the appropriate check-out procedure.
- I understand that any equipment checked out must be returned to the appropriate place the very next morning before first period starts.
- I understand that no equipment is to be left in my car. Ever.
- I understand that any batteries used must be returned to the battery chargers (not left in the cameras) so that they will be ready for the next person to use.
- I understand that I will not tamper with or adjust settings on any of the computers (including desktop backgrounds, accessibility settings and preferences).
- I understand that leaving camera equipment laying around the room will result in loss of privileges.

My electronic signature below means that I understand that violating any of these guidelines will result in losing privileges to produce videos. You could be assigned book-work or research assignments or removed from the class.

**Student signature:**

**Date:**