



Department of Theatre

Equipment Checkout Form

Rental Request Etiquette and Responsibilities

Guidelines:

The student requesting equipment and the cinematographer must have taken Intermediate Film/Video Production (THTF 3361.01) and passed the course in order to request equipment. Directing 2 students are still allowed to request equipment even if they have not met the requirements stated above however, they must have taken Intro to Film/Video (THTF1336). In addition to this requirement, the student requesting equipment and the cinematographer must be current students at UTRGV. In order for the rental request submission to be approved you must complete the following:

- An Equipment Request email has to be sent by a minimum of 48 hours prior to the film dates (first come first serve)
- The email must state the following information:
 - Your first and last name
 - Your Student ID number
 - Course name and section
 - Cinematographer's first and last name
 - A detailed list of all the items you will be renting
 - For XLR and Extension cables use specific length and quantity you will need
 - A list of crew members, what job each member is assigned, and a list of the actors
 - Film dates, times, and locations
 - The cinematographer must be copied on the email thread.
 - If you are requesting equipment for Directing 2, please specify if you have **NOT** taken Intro to Film Video.
 - Professor of given assignment will be copied on all emails.
- A confirmation email stating that you will be able to make the appointment time given to you for Check-Out and Return, and that you understand the consequences for being 15 minutes late or missing your appointment completely must be sent.
- 24hr notice before appointment date and time to notify the Equipment Manager if you will be unable to make your appointment. If you will be late, then a quick text message stating so will suffice.
- Upon Checkout you will sign the Agreement Form after thoroughly reading it.
- In the case of spontaneous cancellations of film shoots, crew assignments, and/or new cinematographers an email must be sent immediately. For cancellations, you will be given a new Return appointment, and other students will be notified on the sudden availability of equipment; once it has been properly documented.

****Disclaimer:** Requesting equipment will be closed **24 hours before** the scheduled film dates. If any of these guidelines are not met your request will be terminated. ******

Equipment and Packaging:

Attached to this document is a list of all available equipment. Remember that some new equipment will only be available for students taking the advanced courses. Please use the document provided when requesting equipment. Each kit will be tagged; please do not remove those tags. Cables will have a colored piece of electrical tape wrapped around the bottom of each connector. These colors represent the length of the cable:

- Red – 6ft
- Yellow – 10ft
- White – 15ft

- Blue – 25ft
- Orange – 30ft
- Orange/Yellow – 40ft
- Green – 50ft

Camera Kits will now only contain two batteries. No charger or charging cable will be provided. unless explicitly needed Each camera battery will be fully charged upon checkout. C100 MRK II batteries contain rough-ly around 300 minutes, C100 batteries contain roughly around 200 minutes. To conserve battery life, please turn **OFF** the camera at the end of every cut, reset, or break. Incorrectly packed equipment will not be tolerated. Please make sure you are familiar with the packaging of equip-ment before you check it out. If you have any questions concerning coiling cables or packaging equipment, come see the Equipment Manager in room ELIBR 1.307.

- XLR and Extension Cables are to be neatly and tightly coiled using the over/under method and the connectors are to be connected.
- All Kits are to be neatly packed.
- Camera white balance cards are to be returned in their plastic sleeves.

Responsibilities of the Equipment Manager:

When requesting equipment, the Equipment Manager will not provide a detailed list of equipment that the student will need in order to have a successful film shoot. She will go by the list emailed to her by the student and will not add to the list upon their appointment. This is a first come first serve service, the student should be mindful of this. The Equipment Manager will pack the equipment the student requested ahead of time. She will inform each student of their responsibilities and consequences should they fail to comply. If the student cannot attend their appointment and has given a 24 hour notice prior, the Equipment Manager will give them the next available time slot. Regarding equipment, the Equipment Manager will document every item upon return. The student will receive an email if the Equipment Manager has found any damaged or missing equipment. This email will state what was damaged or missing, instructions on how to replace said equipment, and a deadline to show proof of purchase. All emails sent after 5pm, will be considered for the next day. Emails sent after 5pm on Fridays will be considered on Monday.

Responsibilities of the Student:

The student who sends the detailed equipment list via email will be the only one authorized to check out the equipment and will be the one who will be signing the Agreement Form; the same goes for Return. The student is responsible for the care, safe handling, properly packaged, and safe return of every item they have requested from the UTRGV Theatre/Film/Video Department - film equipment inventory. The student will be financially responsible for missing and/or damaged items. Remember; from the minute the equipment is officially checked out to the minute the equipment is officially checked in (meaning the Equipment Manager has documented and tested the equipment thoroughly) you remain responsible. Each item will be documented prior to the rental date; the documentation will consist of the condition of the items, and a list of pieces already missing. The student may trade equipment with another student, as long as they have been given prior authorization to do so, however; the student who originally checked out the equipment will remain responsible. Upon checking out the equipment the student will sign an agreement form. Their signature symbolizes that the student has read and clearly understands the guidelines, responsibilities, and consequences for renting equipment from the Theatre/Film/Video Department. The student will sign a Missing, Damaged, or Stolen Form upon providing the replacement of said damaged or missing equipment. All equipment belongs to the University of Texas – Rio Grande Valley and providing a replacement does not mean they

are allowed to keep the damaged or missing equipment. If they refuse to hand back said equipment, the Department will file a police report for Stolen Property.

Consequences:

For Damaged or Misplaced Items: The Equipment Manager will document damaged, missing, or incorrectly packed equipment and the consequences will be set by their professors. For damages and/or missing parts, the student remains financially responsible for the replacement of said items. The Equipment Manager will file a police report for stolen property. Any item 99USD or less must be paid within a two-week time frame. Any item 100USD or more will be given a payment plan that will be set between the professor, Equipment Manager, and the student. A document containing prices and product numbers of equipment will be attached to this form. If the student fails to replace any damaged or missing items, then a hold will be placed on their account. The hold will prevent any registration or purchasing of a permit. This hold will not be removed until they have paid what is owed. Until that time, the student is banned from checkout and participating on any film crews. Any student who requests equipment for a banned student will be permanently banned from renting equipment from the Department of Theatre/TV/Film.

Late to Appointments: For Checkout, if the student is 15 minutes late or misses their appointment completely without prior notification, their rental request will be terminated. The requested equipment will be posted as available. For Return, if the student is 15 minutes late or misses their appointment completely, they will receive a warning, after two warnings the student is banned from renting equipment.

Equipment Checkout Form

I _____ have read and understand the guidelines, responsibilities, and consequences stated in the Rental Etiquette Form. By signing this form, I agree with all of the conditions stated in the Rental Etiquette Form.

Printed Name: _____
Student

Date: ____ / ____ / ____

Signature: _____
Student

Date: ____ / ____ / ____

Signature: _____
Equipment Manager

Date: ____ / ____ / ____

Any further questions pertaining to this document or general questions about the equipment available can be emailed to Alfredo.garza08@utrgv.edu . Emergency concerns can be sent to my cell, (956) 212-9373. Thank You.