

**Duke University Program in Film and Video  
Production Classes - Equipment Access Policy  
and Agreement Form**

1. All production and post-production equipment used by students in production classes is property of Duke University and is specifically assigned for student use. If a student wishes to use other equipment for the class this should be approved by the professor.
2. Production equipment (cameras, tripods, lights, etc) reservation and check-out is to be supervised by the Teaching Assistant. There will be at least two check-out periods each week, to be determined at the beginning of the semester.
3. During checkout periods the Teaching Assistant is responsible for documenting every piece of equipment that is checked out including cables, filters, mounts etc... Each piece of equipment should be checked for functionality and damages both before it is checked out and after it is checked back in. Missing screws, scratches, burned bulbs should all be noted. Damaged equipment should be immediately removed from circulation.
4. Checked out equipment should be stored in a secure location. Equipment left in unlocked cars or dorm rooms becomes the student's responsibility to replace in the event of a theft.
5. Equipment will see wear and tear over time, but damage caused by gross neglect will be the student's responsibility to repair or replace.
6. Production equipment should be reserved and checked out only for those times when production is scheduled. Specifically, do not check out equipment on Monday when you are not planning on using it until Saturday. Production equipment can be used anywhere in the Triangle area but should not travel beyond this area without specific permission from the Program in Film and Video.
7. Access to post-production facilities (editing) is available 24 hours a day, seven days a week. Please plan and reserve your editing schedule in advance -- it always takes longer than expected. During periods of heavy use, sign up sheets dividing the days into four hour blocks will be placed on the doors of the editing room. Depending on the size of the class, limits will be placed upon the number of blocks per week that a student can sign up for.
8. Access to production equipment and post-production facilities is expressly limited to students enrolled in the production class, and is to be used only for assignments in the production class.
9. No post-production equipment can be checked out. Do not "borrow" anything from the editing room.
10. Failure to follow any of these rules will adversely affect the student's grade in this class. Any questions concerning this policy are to be directed to Josh Gibson, the Assistant Director of the Program in Film and Video.

I, \_\_\_\_\_, have read the above policy on \_\_\_\_\_ and promise to adhere to the guidelines. Date: \_\_\_\_\_

Turn in one copy to Assistant Director Josh Gibson and keep the second copy for your own records.