

# Haverhill Community Television

60 Elm Street · Haverhill, Massachusetts 01830  
(978) 372-8070 Fax (978) 372-3020

## Location Equipment Contract

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: (home ) \_\_\_\_\_ (Work) \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Title of Program: \_\_\_\_\_

In consideration for the use of television production equipment provided by Haverhill Community Television for community access programming, I hereby agree as follows:

I have read and am thoroughly familiar with the contents of the Haverhill Community Television Rules and Procedures for all access users.

I agree to exercise reasonable care in the use of the equipment and to keep the equipment in a safe place at all times. I understand that Haverhill Community Television will repair damage to the equipment resulting from normal wear and tear under ordinary use. However, I agree to pay the costs of any repair or replacement of equipment or materials resulting from the misuse, loss, theft or vandalism while the equipment is in my possession or control. I agree to return the equipment at the time stated.

I agree that the intended use of the equipment is to produce a program(s) for Haverhill Community Television, and that the equipment will not in any way be used for personal profit or remuneration.

Location(s) of Shoot: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Member

-----  
(Staff Use Only)

Pick Up: Date \_\_\_\_\_ Time \_\_\_\_\_ Checked Out By \_\_\_\_\_

TESTED: Staff \_\_\_\_\_ Member \_\_\_\_\_

Return: Date \_\_\_\_\_ Time \_\_\_\_\_ Checked In By \_\_\_\_\_