



Peninsula Area Public Access
PO BOX 825
Port Angeles, WA 98362
(360) 477- 4459

PAPA Equipment Use Agreement For Non-assigned Projects

Date:.....
Name: Driver's License #:.....
Address:.....
Email address: Phone:.....

THE BORROWER AGREES TO:

- 1) **When checking out equipment to verify that everything is in working order, and that all pieces are there.** The borrower is responsible for all equipment in their possession from the time it is checked out, until the time it is checked back in. If there are pieces (**i.e. batteries, cables, microphone windsock, SD cards**) missing, the borrower is responsible for their replacement.
- 2) **Should the equipment become damaged, the borrower agrees to reimburse PAPA for the reasonable cost of repairs and/or replacement.** The borrower will cooperate in filing and processing appropriate insurance claims with either **PAPA** insurers or borrower's insurers. The borrower understands that the equipment cannot be used in violation of the laws or of **PAPA** policies.
- 3) **The equipment must be returned to PAPA on time and in as good condition as when received except for normal wear and tear.** PAPA is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software.
- 4) **Equipment is available on a first come, first served basis.** Edit stations may be reserved in four (4) hour blocks. Portable equipment may be reserved for forty-eight hours (48) at a time during the week, seventy-two (72) hours over the weekend. For weekend use, equipment may be picked up on Saturday and returned on Tuesday. Each camcorder **must** be checked out and operated by a certified **PAPA** member. A maximum of four (4) reservations may be held at a time and reservations can be taken as far as one (1) month in advance.
- 5) **Equipment checkout may be denied to people who abuse equipment, repeatedly return equipment late, or that in any way limits access to other members or volunteers.**

** THIS AGREEMENT WILL LAST UNTIL THE LAST DAY OF THE current Membership year.**

**I have read this entire document and my signature below
indicates my agreement with the above statements.**

Borrower: Date:.....

Parent/Guardian:..... Date:.....
(IF BORROWER IS UNDER 18 YRS OF AGE)

PAPA Staff: Date:.....

Amount Paid: Cash Check No. Date.....