

RMITV Equipment Hire Terms and Conditions Agreement

Since RMITV/Student Community Television Inc. is a non-profit organisation; it is crucial that the equipment belonging to RMITV is well looked after and returned in the same condition it was in at the time it was borrowed. It is necessary for any Borrower of equipment to have read and understood the Terms and Conditions.

General

- The Borrower shall be responsible for the collection and return of equipment by the time specified on the invoice for that hire.
- Equipment hire can only be picked up and dropped off during RMITV regular office hours and must be returned to the RMITV office (RMIT City Campus, Building 12, Level 04, Room 22).
- Late returns will incur a late fee equal to or lesser than the daily hire rate of the items on loan, as well as possible penalties for future hires.
- Equipment may only be hired by RMITV members – membership to RMITV can be obtained on equipment pickup (\$10 for RMIT students, \$20 otherwise).
- For all hires over the value of \$50, the Borrower must submit photo ID that will be photocopied/scanned by RMITV staff. This will be put on file for future hires.
- Should any damage or liabilities occur, you, the Borrower, are completely responsible for both repair and/or replacement costs of the equipment borrowed.
- Hire Charges for equipment are as set out in the hiring price list. RMITV or Student Community Television reserves the right to alter its hire charges without notice.
- Items not shown on list may be given an ad-hoc price by RMITV staff members on day of hire or by prior agreement with the technical manager. This will be detailed on the corresponding invoice.
- Furthermore, if equipment damage results in RMITV having to hire replacement equipment to use for the timely running of TV programs then you, the Borrower, are responsible for these hire fees.
- RMITV reserves the right to cancel an equipment booking with up to 48 hours notice.

Responsible Use of Equipment

- All reasonable precautions must be taken to make sure that equipment is not damaged, stolen or lost.
- Equipment must not be used in abnormal or hazardous conditions without prior approval by RMITV staff. These include but are not limited to situations where the equipment is at risk of water damage, exposed to extreme heat and humidity.
- Equipment must be locked safely in a house overnight and not left in a car unattended.
- Equipment is to be used only by people who have knowledge on how to safely use the equipment. If you are unsure on use you are welcome to ask for assistance on the day of booking.
- Equipment must remain under the supervision of the Borrower, who is solely responsible for its care.
- Any damage or problems must be reported to RMITV management as soon as possible at tech@rmitv.org
- You may have to pay for the repairs or replacement of equipment damaged under your care.

Equipment Booking Changes

When borrowing equipment, keep in mind that RMITV has limited resources. Communication with RMITV staff is essential to the running of our production house. Remember that there are often other producers waiting the return of the equipment so they can use it after you. If you think you cannot return the equipment on time, please call the office (03 9925 3416) ASAP to organise an alternative time.

I, _____ have read, understood and agree to the terms, conditions and obligations stipulated by this contract.

HIRER
Name

Signature

Date

Witnessed by RMITV STAFF MEMBER
Name

Signature

Date
