



## CUTV: Rental and Membership Agreement

CUTV's aim is to provide affordable AV equipment to underserved groups, especially students, journalists, and activists who face barriers to accessing traditional rental services. Others may rent from us as well, but priority is given to the above groups.

By reserving equipment through MyTurn, members agree to properly use equipment, accept penalties for misuse or late returns, and take financial responsibility for any damage or loss during the rental period, along with the following points:

**Equipment Rental Period:** Equipment can be rented for **up to 7 days**, subject to availability. Late fees will apply if the equipment is returned past the due date (important: if the agreed upon due date is earlier than a week after the start of the reservation, late fees will still apply)

### Late Fees:

Equipment under \$1000: \$10 per day/overnight \*

Equipment over \$1000: \$30 per day/overnight \*

\* fee per group of reserved items, not per item

**Liability:** Members are responsible for any damage, loss, or theft of equipment. They must pay for the cost of the item, if lost or stolen. They must pay for the cost of labor and parts, if damaged.

**Un-Returned Items:** To rent items at CUTV, members must provide a credit card. If the equipment is overdue for 2 weeks, 25% of its value will be charged weekly until the total value of the equipment is paid off or the equipment is returned (we will refund the difference between the amount charged + late fees)

**Reservations:** CUTV reserves the right to cancel uncollected reservations within a reasonable timeframe. Reservations are not held for the following day. All CUTV members may book up to 12 items at a time. Bookings are limited to 1 camera.

**Use of Equipment:** Equipment must remain with the renter and cannot be transferred to a different person or party for usage. For instance, if a member sends someone else to pick up or drop off equipment, the person must be a member, and must sign any necessary documentation. For non-students, they would have to pay the \$20 registration fee.

**Examination:** Renters should check their equipment at pick-up for possible issues and for items missing

**Rental Restrictions:** Members with consistent late returns, damaged equipment, or problematic behavior may have their access to equipment restricted or revoked.

**Weather & Travel:** Equipment cannot be used in hazardous weather or taken out of the country.

**Priority:** CUTV prioritizes requests for equipment in the following order, from highest to lowest priority: students, staff, volunteers, and community members.

**Data:** CUTV is not responsible for data loss or corruption on SD cards or hard drives.

**Disputes:** Decisions made by our Equipment and Spaces Coordinator can be appealed through the board of directors.

**By reserving equipment through MyTurn, you agree to these conditions.**

**Space Access:** All CUTV members may use the space during normal operating hours. For after-hours access, members must receive special permission from the Equipment and Spaces Coordinator. After hours, authorized users can retrieve keys at the Hall Building Security Desk.