



Check-out date: _____
Return date: _____
Drop-off date: _____
Received by: _____

EQUIPMENT ACCESS PROGRAM
RENTAL REQUEST FORM

The Northwest Film Center's Equipment Access Program supports the use of media in our community as a means of self-expression and cultural advancement by providing film/video equipment to Artist, Non-Profit and Student users at subsidized rates. All rental requests must be submitted **at least 48 hours prior to check out date**. We will confirm the reservation; submission doesn't guarantee reservation. We reserve the right to cancel any equipment rental **up to 24 hours in advance** should heavy student use prevent availability. Submit this form to the Technical Services Manager by fax (503.294.0874) or in person during regular business hours.

Name: _____ Address: _____
Phone: _____ Email: _____

STATUS

NEW RENTER **RETURNING RENTER**

- COMMERCIAL / BUSINESS** Name of company: _____
- NON-PROFIT / EDUCATION INSTITUTION** Name of organization: _____
- ARTIST / INDEPENDENT FILMMAKER / STUDENT (non-NWFC)**
- NWFC STUDENT (Currently enrolled)** *If not currently enrolled, check STUDENT above.*
- NWFC FACULTY --->** Active Previously active
- NWFC STAFF / INTERN --->** Full-time Part-time

PRODUCTION (Please be as detailed as possible)

Name of Production: _____
Production Company (if applicable): _____
Director: _____
Producer: _____
Cinematographer: _____
Sound Recordist: _____
Your Crew Position (if other than above): _____
Genre: Feature · PSA · Industrial · Other _____
Estimated Completion Date: _____
15 Word Summary of Production:

Are you personally being paid to work on the production? YES · NO
Is anyone else being paid to work on the production? YES · NO
Is this a sponsored production? YES · NO Name of client: _____

FOR STAFF PURPOSES ONLY
Today's Date: _____ Reserved By: _____
Status: Com · A/NP · Student · Fac · Staff

Name: _____

FEES

All reservations must be cancelled with a minimum of 24 hours advance notice. Cancellations with less than 24-hour notice are subject to a cancellation fee equal to one day rate. Cancellations can only be made in person or by speaking directly with an Equipment Room staff person by phone.

\$ _____ per day for _____ day(s) for a total rental charge of \$ _____

DEPOSIT

Please indicate type of deposit for this rental:

Cash • Credit Card • Cashier's Check

Deposit: \$ _____

Insurance Company: _____ Policy # _____

Valid Dates: _____

A deposit for the full amount of the equipment up to \$1,000.00 is required for every rental. The deposit must be made with a Visa, MasterCard, Discover or American Express credit card with a sufficient limit to accept the full amount of the deposit. The deposit is made in the form of an *Authorization Hold* which holds funds in the amount of the deposit for 7-10 days. Cash or Cashier's Check is also an acceptable form of deposit.

DECLARATION OF RESPONSIBILITY (please initial below)

I, _____, hereby assume full responsibility for the above listed equipment rented from the Northwest Film Center and have inspected the contents of rental equipment and acknowledge that all parts and pieces are present and in working order unless otherwise noted. _____

I agree to assume full financial responsibility, including but not limited to any specified deposit, for all rental equipment. Financial responsibility includes payment for all repairs, up to the full replacement value of equipment, and the full replacement value for all stolen or lost equipment. Financial responsibility also includes the rental fee for the time period in which damaged equipment is out for repair, or until replacement payment is received. _____

I agree to place the following in this film's credits: ***"Produced in part with support from the Northwest Film Center Equipment Access Program."*** _____

Signature: _____ Date: _____

Checked out by: _____ Time: _____

STAFF: BEFORE CHECKING EQ IN/OUT, CHECK NOTES FOR PERTINENT INFO.

Checked in by: _____ Date: _____ / Time: _____ ON TIME/LATE

Name: _____

EQUIPMENT REQUESTED

CHECK-OUT DATE _____ TIME _____ RETURN DATE _____ TIME _____

Rentals are available for pickup each day at **2pm**. Friday rentals must be returned no later than **10am** the following Monday. All rentals must be returned by **10am** on the due date.

Please **"X"** the **res** box next to each item you are requesting. Film Center staff will fill in item #'s depending on availability.

res	out	in		res	out	in		res	out	in	
SUPER 8 CAMERAS				TRIPODS/SUPPORT				LIGHTING & GRIP			
			Camera # _____				Lg. Tripod # _____				Light Kit # _____
			Manual _____				Sm. Tripod # _____				S8 Light # _____
			ND Filter _____				Hi Hat _____				Mini Mole # _____
VIDEO CAMERAS							Wheels _____				Light Stand # _____
			Sony PD150 # _____				Boom Support # _____				C-Stand # _____
			Panasonic DVX100 # _____				Mic Stand # _____				Sandbag # _____
			DVX Batteries _____ & _____				Mic Clip _____				Large Flag Kit # _____
			Panasonic PVGS # _____	AUDIO							Small Flag Kit # _____
			Sony HC26 # _____				ME66 Kit # _____				Bounce Card _____
			Sony HC40 # _____				416 Kit # _____				Grip Clip # _____
			Camera Manual _____				Wired Lav # _____				Apple Box # _____
16mm CAMERAS							Wireless Lav # _____				Dimmer # _____
			Arri-S # _____				Omni Mic # _____				Stingers (____)
			Battery # _____				Marantz PMD # _____	GELS			
			Bolex # _____				702 Digital Recorder # _____				CTO _____
			Éclair NPR _____				DAT # _____				CTB _____
			Arri SR1 _____				Nagra _____				Diffusion _____
			Lens _____				MixPre # _____				Colored Gels _____
			Filter Set _____				302 Mixer _____	MISCELLANEOUS			
			Battery _____				Boom Pole # _____				
			Camera Manual _____				Sony 7506 Headphones # _____				
LIGHT METERS							Sony Headphones _____				
			Incident # _____				Audio EQ Manual _____				
			Spot # _____	CABLES							
			Meter Manual _____				XLR _____				
CAMERA ACCESSORIES							BNC _____				
			Grey Card # _____				1/4" _____				
			Changing Bag _____				1/8" (Mini) _____				
			Slate # _____				Mini Extender _____				
			Dry Erase _____				Break-Away Cable _____				
			Ditty Bag _____								
			Tape Measurer _____								
			Field Monitor # _____								

NOTES:

PLEASE LEAVE THIS PAGE FOR A NWFC STAFF MEMBER OR INTERN TO ASSESS.

*For rental requests, please write notes underneath the **EQUIPMENT REQUESTED** grid on the previous page. Thank you.*

SUPER 8 CAMERAS

- Load S8 camera with batteries. Check motor. Is it running smoothly?
- Check internal light meter. Does it respond to fluctuating light levels?
- Check diopter adjustment.
- Check focus range. Is there sharp focus at the shortest, mid, and longest focal lengths?
- Clean film chamber if necessary.
- Clean lens if necessary.
- Manual is available for check out.

16MM CAMERAS

- Run 100' of dummy load film through camera and verify operation.
- For Arri-S make sure battery is fully charged. If not, start charging immediately.
- Check diopter adjustment.
- Check focus range. Is there sharp focus at the shortest, mid, and longest focal lengths?
- Clean film chamber if necessary.
- Clean lens if necessary.
- Manual is available for check out.
- Verify all contents are present.**

VIDEO CAMERAS

- Check cameras functionality. Test the *record* function with a work tape. Verify heads are clean.
- Test all mic inputs; verify that a clean signal is being recorded.
- Headphone jack works.
- Batteries are fully charged.
- Clean lens if necessary.
- Perform initial reset.
- Manual is available for check out.
- Verify all contents are present.**

TRIPODS

- Check tripod functionality. Do legs slide smoothly and lock down properly?
- Is the head stable and fluid in movement?
- Is the tripod screw the appropriate size for the camera being used (1/4" or 3/8")?

LIGHT METERS

- Meter is working properly.
- High slide is present with incident meter.
- Manual is available for check out.

LIGHTS/LIGHT KITS

- All bulbs are working?
- Check light stand functionality. Do all legs slide smoothly and lock down properly?
- Verify all contents are present.**

AUDIO – RECORDERS AND MICS

- Test *record & playback* functions.
- Test all mic inputs; verify that a clean signal is being recorded.
- Headphone jack works.
- Reformat ALL flash cards.
- Manual is available for check out.
- Verify all contents are present.**

FLAG KITS

- Verify flags are intact. Make note of any tears.
- Verify all contents are present.**

PREPPED BY: _____

ALL RENTALS

- Make sure all reserved EQ is available and present. If not, determine when it is returning.
- Verify that all paperwork is signed and initialed in appropriate spots.