

*Center for Electronic and Computer Music*

**Equipment Signout Agreement**

The equipment you are signing out is expensive and delicate. Please take extra care when transporting and handling it. Do not subject the equipment to anything that could damage it (e.g., physical shocks, liquid spills, excessive cold or heat, rain, snow, smoke, etc.).

**You are responsible for the replacement cost of the equipment if it is lost or if damage is due to your negligence.**

You must return the equipment with all associated accessories (e.g., batteries, cables, headphones, microphone clips, etc.) packed in the provided case.

**You must return the equipment directly to a faculty member!**

You are the only person authorized to use this equipment while you have signed it out. Under no circumstances should you let other persons who have not signed this agreement use or otherwise handle the equipment.

You must have a brief orientation with one of the instructors before you are allowed to sign out the equipment.

**Acknowledgement: I have read, understood, and agree to abide by the above policies for signing out the CECM equipment listed below.**

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Signature

Name (printed)

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Sign-out Date / Time

Expected Return Date

Actual Return Date / Time

Equipment (Check the ones you're borrowing.)

- Sony PCM-D50 flash recorder: #872574 \_\_\_\_\_ #872578 \_\_\_\_\_ #872587 \_\_\_\_\_
- Edirol R-09 flash recorder (#872592)
- Sony HD camera
- Tripod
- Rode NT4 stereo microphone
- Rode NT5 microphones
- MacBook Pro w/ power supply
- MOTU audio interface: Ultralite \_\_\_\_\_ Traveler \_\_\_\_\_ Microbook II \_\_\_\_\_
- Mackie portable mixer
- Mackie SRM-350 speaker — how many? \_\_\_\_\_
- Cables: XLR \_\_\_\_\_ USB \_\_\_\_\_ FireWire \_\_\_\_\_ AC \_\_\_\_\_ other \_\_\_\_\_  
(Indicate number of cables.)
- Other \_\_\_\_\_