

MediaNet Equipment Use Policy

MISSION - The purpose of MediaNet is to support and facilitate the creative use of the medium of video/film as a form of communication and personal expression.

The Equipment Use Policy aims to provide fair access to the MediaNet equipment and facilities. MediaNet is not a rental house, but provides services for independent artists' productions.

1. Access:

Equipment may be rented by producer- members in good standing, who have completed the **Equipment Orientation Workshop** (or editing workshop for edit suites) and signed the **Equipment Liability Agreement**, or by an operator who isn't a producer member using equipment for a producer member as long as they are assessed as proficient by the technical director.

Members under 18 years of age must have a parent sign the **Equipment Liability Agreement**, and parents are liable for damage.

2. Booking

Bookings can only be made through the staff:

- in person during office hours
- by email: technical@media-net.bc.ca
- by phone 250-381-4428

- booking calendar will be posted on the equipment room door for reference, but bookings are not to be made by signing up on calendar.

- Check-in time is 9:00 am, Monday-Friday and check-out time is 9:30 am, Monday-Friday, or by special arrangement with the Technical Director.

- Late or incomplete returns may affect borrowing privileges.

- Notice of cancellations must be received 24 hours prior to check-out. If no notice is received, the member will be charged for the booking.

- Edit suite bookings will be deemed to be cancelled if the member doesn't show up within 30 minutes of the booking start time.

- No food or drink is allowed on or near the edit suites consoles or electrical equipment.

3. Rental Rates

Rental rates are set by the Board, and posted in the office and on the website.

4. Payment:

Payment for equipment rentals should be made at the time of check-out, i.e.: cash,

prepayment deduction or volunteer credits. Members must ensure they have a sufficient balance of volunteer credits.

5. Liability:

- Members are liable for damage or loss not covered by MediaNet's insurance.

- If equipment becomes damaged during use, members must notify MediaNet immediately and wait for instructions on how to proceed. The member must not take any piece of equipment in for repair or attempt to repair it without the permission of MediaNet. MediaNet will not be liable for any repair bills that are not authorized.

6. Travel:

- Members may not transport the gear out of province without permission from the Technical Director. The camera must be transported as carry-on luggage (not checked baggage).

- Insurance covers continental Canada and USA. Users may not take equipment to an uninsured area without permission from the Board via the Technical Director.

7. Credit to MediaNet

All productions produced with the assistance of MediaNet must include a credit to MediaNet in the final credits of their project. An NTSC-VHS or DV copy of each project must be donated to the MediaNet library for archival and limited screening purposes. By doing so producers grant all rights to MediaNet to loan member productions to MediaNet members and to screen works at MediaNet events.

8. Security

Keys and code for the building and edit suites can be obtained during office hours and are the responsibility of the member to obtain. All users must familiarize themselves with alarm instructions. Keys to edit suite may not be loaned to anyone.