

# USE OF MEDIA AGREEMENT

Adopted May 5, 2005

The GMNBR media equipment is available to serve the needs of our membership. The primary purpose of having this equipment is for classroom and educational use. The equipment is not intended for personal use or for off-site purposes. Privilege to use the equipment is on a rental basis and the cost, per device, must be paid in full at the time of request. GMNBR will attempt to meet the needs of all requests to use the media, while still reserving the right to deny any requests.

## Terms of Agreement

All users must agree to, and sign, the Use of Media Agreement. By doing so, the user acknowledges they have received and agree to abide by all terms and conditions of the GMNBR Media Policy. By consenting to the agreement the user certifies they are the sole operator of the equipment and agrees to follow all instructions for operation. The user agrees to use the equipment only for the purpose for which it was designed and will follow all safety precautions while using the equipment. The user agrees to accept responsibility for the control and safekeeping of the equipment while it is signed out in their name and agrees to return it in the same condition as it was prior to being rented. The user also accepts full financial responsibility and agrees to be held accountable for any loss or damage that may occur while the equipment is in their possession. The user accepts that failure to comply with any of the terms of this agreement will result in a forfeiture of privileges to use the media equipment and classroom, and could result in a termination of membership.

I \_\_\_\_\_ hereby agree to the terms of this agreement for  
(Please print name)

the use of GMNBR media equipment on \_\_\_\_\_ during the hours of  
(Date)

\_\_\_\_\_ for the cost of (please check all that apply):

- \_\_\_\_\_ \$40 – Projector Screen
- \_\_\_\_\_ \$40 – Projector
- \_\_\_\_\_ \$15 – Microphones/ AV

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Office

\_\_\_\_\_  
Phone Number