



OFFICE OF COMMUNICATIONS & MEDIA

EQUIPMENT USAGE AGREEMENT

The borrower has inspected the equipment listed on the attached form and has found it to be in proper working order accept as expressly noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In return for the use of this equipment free of any charge, the borrower or borrowing organization agrees to completely reimburse Contra Costa County Community Access monies for the cost of any repairs, including charges for parts, which are necessitated by any damage to the above equipment occurring during the time it is in the borrower's possession, if the damage, in the sole judgment of the CCTV Production Manager, is due to negligence or intentional damage on the part of the borrower. Additionally, if any piece of equipment checked out to the borrower is lost, stolen or damaged beyond repair due to negligence or intentional damage on the part of the borrower or borrowing organization, they hereby agree to reimburse the Contra Costa County Community Access Fund for the full cost of replacing that piece of equipment. If any piece of equipment checked out to the borrower is lost, stolen or damaged while in the borrower's possession or control under circumstances covered by insurance carried by the borrower, borrower hereby agrees to cooperate with the Office of Community & Media in filing appropriate claims for repairs or replacement of the equipment with borrower's insurance carrier. It is also understood that the equipment will only be used for the project specified on the equipment request form. It is understood that equipment cannot be used in violation of any law including the U.S. copyright laws. It is also understood that equipment cannot be used in any way for personal profit or remuneration. All defects in equipment must be reported directly to the Office of Communications & Media Director. Failure to comply with all provisions of this agreement can result in the loss of future use of County equipment.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
(CCTV) Video Unit Supervisor

Comments regarding the condition of equipment upon check-in by a staff member:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date