

# Imagination Stage

Digital Media Department  
Equipment Check Out

Imagination Stage (ISI) hereby agrees to allow \_\_\_\_\_ (Student) to take out the ISI equipment listed below from the Imagination Stage Media Studio for the purposes of \_\_\_\_\_. In doing so, however, Student and his/her parent or guardian, \_\_\_\_\_ (Guarantor), do hereby acknowledge and agree to assume **complete and full responsibility and liability** for any damage and/or loss to said equipment.

**NOTE: IN THE CASE OF DAMAGE OR LOSS OF EQUIPMENT, THE GUARANTOR AGREES TO REPLACE GEAR IN FULL WITHIN 30-DAYS.**

Home Phone:	Student Mobile Phone:
Parent/Guardian Email:	Student Email:

Checkout Date: <small>(Allow 30-min.)</small>	Time:	Return Date: <small>(Allow 30-min.)</small>	Time:
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**CHECK ALL GEAR *BEFORE* YOU RETURN IT TO ENSURE YOU HAVE *EVERYTHING!***

	Qty	Equipment List	Ret
Camera		Panasonic Camera _____ (incl. Lens Cap), [ ] Batteries, [ ] Chargers, [ ] Bag	
		Sony a6600 (includes Cap, Cage, Cables, Miscellany), [ ] Batteries, [ ] Chargers, [ ] _____	
		Lens (UV filters, 3-ND Filters, Caps): [ ] 18-105 zoom, [ ] 16mm, [ ] 24mm, [ ] 35mm, [ ] 85mm	
		Follow Focus [ ] Rig (with head, 2-rods, 10" whip), [ ] Wireless (controller, motor, rod), [ ] Batteries	
		Monitor (Camera Mount Adapter, Hood, HDMI cable), [ ] Batteries, [ ] Charger, [ ] Articulating Arm	
		[ ] Tripod, [ ] Slider with Fluid Head and Support Arm), [ ] Joby Gorillapod	
		[ ] Dolly and Tracks [ ] Matthews Doorway Dolly (includes 2-Side Panels, Handle & Seat)	
		Weebill-S Camera Stabilizer Kit (includes camera plate, 3-extra batteries and L-Grip handle)	
		Glidecam Rig (includes gimble, arm, vest, and all miscellaneous pieces)	
		[ ] Heavy Duty Articulating Arm, [ ] Lens Shade, [ ] Car Mount*	
	ADDITIONAL:		
Sound		Zoom H5 Recorder (with case) [ ] SD Card, [ ] Slate, [ ] Cables	
		Sennheiser Shotgun Microphone (includes Wind Screen & Boom Pole), [ ] Dead Cat	
		XLR cables	
		Rode Wireless Lavalier Kit (incl. Transmitter, Receiver, Mic, Wind Screen, Dead Cat, Mic Clip, & Cables)	
		Rechargeable AA Batteries, [ ] Charger <i>(Note: charge batteries before use)</i>	
		Sennheiser Headphones	
	ADDITIONAL:		

Lighting / Grip

Qty	Equipment List	Ret
	Arri Lights (includes Barn Doors and Stands): [ ] 1000w, [ ] 650, [ ] 300, [ ] 150, [ ] _____	
	Lowel Kit (includes Barn Doors and Stands): [ ] 1000w, [ ] 500, [ ] 250, [ ] _____	
	Kino Flo Kit (includes Stand and Additional Lamps)	
	Rifa Soft Lite: (includes Hood, Diffusion and Stand)	
	LED Lights: HR672S KIT (includes Mount Adapter, Diffusion Kit, Orange Filter, Diffusion Filter, AC Adapter)	
	LED Lights: H198 KIT (includes Orange Filter, Diffusion Filter, Light Mount Adapter)	
	LED Light Batteries: [ ] AA Rechargeable, [ ] AA Charger, [ ] 7.4V Batteries, [ ] 7.4V Charger	
	C-Stands [ ] Gobo Arms, [ ] Additional Light Stands, [ ] Boom Stand	
	[ ] Stingers (AC Extension Cords), [ ] Power Strip, [ ] Dimmer	
	Grip Box: [ ] Alligator Clamps, [ ] Scissor Clamps, [ ] Spring Clamps, [ ] Gloves, [ ] C-47 Bag, [ ] Scrims, [ ] Gels/Diffusion, [ ] Black Wrap, [ ] Other: _____	
	ADDITIONAL:	
	Miscellaneous:	

At check out, all equipment is in **excellent condition** with the exception of (list any **current** problems):

\* Use Car Mount at *your own risk*. You are responsible for any damage to equipment and/or car when using the car mount.

**By signing below, I agree with the terms listed above and understand that I am solely responsible for the return of all equipment in the condition I received it by the return date as stated:**

X \_\_\_\_\_ X \_\_\_\_\_ \_\_\_\_\_  
 Student Signature Parent/Guardian Signature Date



Condition of equipment **after** return (IStage staff ONLY): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree with the **return** condition stated above. Returned by (**student**): \_\_\_\_\_

Return Date: \_\_\_\_\_ Checked-in By (**IStage Staff**): \_\_\_\_\_