

**WYANDOTTE MUNICIPAL CABLE COMMUNITY PROGRAMMING  
PRODUCTION/POST PRODUCTION/ EQUIPMENT  
SCHEDULING REQUEST FORM**

**NAME**

**PROGRAM:**

**DATE REQUEST WAS MADE:**

**REQUESTED DATE & TIME SLOTS:**

**CHECK THE APPLICABLE:**

**PRODUCTION STUDIO:**

**EQUIPMENT CHECK-OUT:**

**DUBBING:**

**EDITING:**

**Specify format:**

**Specify format:**

**PLEASE SPECIFY QUANTITY FOR REQUESTED ITEMS.**

**CAMERA EQUIPMENT & ACCESSORIES**

| QTY. |                | # OUT | # IN | QTY. |         | # OUT | # IN |
|------|----------------|-------|------|------|---------|-------|------|
|      | CAMERA         |       |      |      | TRIPOD  |       |      |
|      | BATTERIES      |       |      |      | HEADSET |       |      |
|      | BATT. CHARGER  |       |      |      | TAPE(S) |       |      |
|      | CAMERA ADAPTER |       |      |      | DOLLY   |       |      |

**AUDIO EQUIPMENT & ACCESSORIES**

| QTY. |               | #OUT | # IN | QTY. |             | #OUT | # IN |
|------|---------------|------|------|------|-------------|------|------|
|      | CARDIOD       |      |      |      | GOOSENECK   |      |      |
|      | OMNI          |      |      |      | XLR TO MINI |      |      |
|      | SHURE BETA 58 |      |      |      | WINDSCREENS |      |      |
|      | SHOTGUN       |      |      |      | WIRELESS    |      |      |
|      | LAVALIER      |      |      |      | MINI MIXER  |      |      |
|      | MIC CORD      |      |      |      | MIXER       |      |      |
|      | MIC STAND     |      |      |      | AUDIO REEL  |      |      |

**MISCELLANEOUS EQUIPMENT**

| QTY. |             | #OUT | # IN | QTY. |                | #OUT | # IN |
|------|-------------|------|------|------|----------------|------|------|
|      | GAFFER TAPE |      |      |      | FIREWIRE CABLE |      |      |
|      | LIGHT KIT   |      |      |      | STOR-A-CORD    |      |      |

**OTHER (PLEASE SPECIFY):**

**SPECIFY TIMES:**

**PICK-UP DATE/TIME:**

**DROP OFF DATE/TIME:**

**DO NOT WRITE BELOW THIS LINE- STUDIO PERSONNEL ONLY**

**CONFIRMATION OF RESERVATION:**

**DATE:**

**COMMENTS:**

**LIABILITY FORM MUST BE COMPLETED BEFORE USE OF  
FACILITIES OR EQUIPMENT (SEE OTHER SIDE)**

# LIABILITY AGREEMENT

The undersigned assumes full responsibility for damage (normal wear and tear excepted) to the television production equipment of Wyandotte Municipal Services while under his/her control or in his/her possession. The undersigned further agrees to exercise reasonable care in the use of the equipment and other facilities and to at all time operate the equipment safely.

The undersigned also agrees to completely reimburse Wyandotte Municipal Services for the costs of any repairs including charges for parts and labor due to any damage to equipment or other facilities resulting from misuse, loss, theft or vandalism while such equipment or other facilities are under the undersigned's control or in his/her possession.

If any piece of equipment is lost, stolen or damaged beyond repair due to negligence or willful destruction on the part of the user, the undersigned agrees to reimburse Wyandotte Municipal Services for the full cost (at the estimated fair market value) of replacing that piece of equipment. The undersigned agrees to pay Wyandotte Municipal Services **ON DEMAND** the cost for repairs or replacement, and agrees to pay reasonable attorney's fees and collection cost incurred in collecting or attempting to collect any sums due under this agreement.

PRINT NAME:

SIGNATURE:

DATE:

**DO NOT WRITE BELOW THIS LINE- STUDIO PERSONNEL ONLY**

DAY OUT:

TIME OUT:

STAFF MEMBER:

DAY IN:

TIME IN:

STAFF MEMBER:

**FOR AVAILABLE STUDIO TIME OR EQUIPMENT CALL STUDIO DIRECTOR OR STUDIO PROGRAMMER:**

Studio Program Director – 734-324-7138

Studio Programmer – 734-324-7137

Studio- 734-324-7136

Fax Number: 734-324-7139

**LIABILITY FORM MUST BE COMPLETED BEFORE USE OF FACILITIES OR EQUIPMENT**