

Equipment Borrower Agreement

Follow these easy steps to borrow a Flip camera for a one-week period from The Winnipeg Foundation.

1. Reserve a camera, at least 1 week in advance. Contact Nancy Mak at 944.9474 or nmak@wpgfdn.org.
2. Fill in the agreement, sign and fax it back to the Foundation at 942.2987.
3. Pick up the camera on the pre-arranged date. If you are unable to pick it up on the arranged date, please contact the Foundation to see if alternate arrangements can be made.

Training

The Flip Camera is simple to use and comes with an instruction sheet. If you would like personal instruction on how to use the camera, please arrange **ahead of time** to have the 15-minute demonstration.

4. Return the camera on the date specified in your agreement. **The return process takes about 15 minutes, so please allow for this.** If you are unable to return the camera on the arranged date, please contact the Foundation to see if alternate arrangements can be made.

Return Process

Foundation staff will accept the return of the Flip camera and fill in an Equipment Return Check List. The Foundation staff and the Contact Person will sign off on the check list and also address any damages or concerns with the equipment return.

Contact Person Responsibilities

- Use the Flip camera for the purposes of the organization borrowing the camera – not for personal purposes or uses.
- Provide The Winnipeg Foundation with either:
 - a. edited video(s) (maximum length: 2 minutes), **OR**
 - b. unedited video(s) on the Flip camera that the Foundation may edit and use, at their discretion – maximum of 15 minutes in total of unedited video(s).

The video(s) may be posted on The Winnipeg Foundation’s website (www.wpgfdn.org) or used for other promotional purposes, at the discretion of the Foundation.
- Obtain permission to record and publish videos of anyone appearing in the video and please inform them the video(s) may be used by The Winnipeg Foundation for promotional purposes.
- Return all equipment in good working order. If the camera and/or any accessories are lost, stolen or damaged, the Contact Person and/or the organization they represent is liable for any replacement or repair costs incurred.

Contact Person: _____

Organization: _____

Ph: _____ Fax: _____ Email: _____

Pick-up Date: _____ **Return Date:** _____

I, the Contact Person, understand and agree with responsibilities and expectations outlined in this document. By signing this Equipment Borrower Agreement, I will ensure proper care and timely return of this equipment.

Signature _____ Date _____
Contact Person

Confirmed equipment received in good working order on pick-up date. **Initial:** _____ **Date:** _____