

RENTAL CONTRACT

Members must sign this Rental Contract before gaining access to the Media Lab. Please familiarize yourself with our policies and member responsibilities before signing this agreement. The term “member,” as used in this contract, refers to any person to whom ARTSPACE is renting equipment or facilities.

Media Lab Policies and Member Responsibilities:

- ⊗ Access to the Media Lab and equipment is only available to members who have attended an orientation session with the Media Arts Coordinator or who have demonstrated that they can adequately and safely operate the equipment. As part of orientation, ARTSPACE will offer an introductory 16 hours of free lab time over a single two-week period.
- ⊗ Bookings for Media Lab time or equipment may be made by phone, by e-mail or in person during operating hours between Tuesday and Saturday only. If reserving by phone message or by email, please allow 24 hours for confirmation of reservation and time requested.
- ⊗ Media Lab computers are available up to a maximum of 4 hours/day and 8 hours/week.
- ⊗ Media Lab time rental is to be paid at the end of the member’s session.
- ⊗ The Media Lab will only be accessible during operating hours of the centre. No pick-ups or drop offs can be made outside of these hours.
- ⊗ Under no circumstances may equipment be left outside of the centre for drop offs, even if the gallery is closed. If this rule is not followed, the member must replace any missing equipment and rental privileges will be revoked.
- ⊗ An equipment sign-out sheet must be filled out upon rental of all equipment, and initialed when returned. Upon return, members and the Media Arts Coordinator must check the equipment list and kit inventory on the side of the equipment bag to ensure that all parts are present and in good working condition.
- ⊗ All rentals must be prepaid and require a safety deposit (credit card or cash) of \$200 for major equipment and \$75 for minor equipment, up to \$275. This deposit will be returned upon receipt of all fully-intact equipment.

- ⊗ When taking equipment off-site, members will ensure that it is kept in a secure location when not in use, and that it is not exposed to extreme or damaging conditions (e.g., leaving a camera unattended in cold weather).
- ⊗ Members are responsible for any loss, theft, or damage due to neglect of equipment, and will be obliged to pay for any replacement or repairs. If an item is thought stolen, the member is responsible for filing a police report and notifying ARTSPACE staff immediately.
- ⊗ Equipment must be restored to clean and orderly condition after each use (e.g., cables properly wrapped).
- ⊗ Members are responsible for removing all data from memory cards following their shoot. Members are expected to save projects on personal hard drives. ARTSPACE reserves the right to remove members' files from editing suite computers after three months.
- ⊗ Equipment must be returned between 12:00 p.m. and 2:00 p.m. on the date noted on the Equipment Sign Out Sheet unless a different time has been pre-arranged and approved by the Media Arts Coordinator.
- ⊗ Weekend rental rates are based on Friday evening or Saturday pick-up and return on Tuesday.
- ⊗ Additional fees of \$10/hour will be charged for late returns up to the daily rental cost of the equipment.

My signature below indicates that I have read and understood the above Rental Contract and its policies and agree to the conditions.

Date: _____

Member: _____

Staff: _____