



487 Groton Road, Suite B
 Westford, MA 01886
 978-692-7152

PORTABLE EQUIPMENT USAGE AGREEMENT

I have read and understand the Operating Policies and Procedures of WestfordCAT.

I agree to bring all equipment and media to the WestfordCAT office at the time and date indicated and to take proper care of all equipment. I assume full financial responsibility for equipment damage or loss due to negligence, abuse or misuse. I understand that failure to return equipment and media on time, or in poor condition, may prohibit my use of equipment in the future. I further understand that WestfordCAT equipment may not be used for commercial purposes.

Quantity	Inventory #	Item	Check Out	Check In
		Camcorder		
		Tripod		
		Microphone		
		Headphone		
		Light Kit		
		Batteries		
		Recording Media		
		Cables		

Checked In _____ Date: _____
 Malfunctions: _____

Producer: _____ Phone: _____ Email: _____

Request Date: _____ Pick Up Date: _____ Expected Return Date: _____

 Signature: Westford CAT Staff

 Signature: Producer