

STUDIO USE AGREEMENT



Studio Use Agreement

Rcvd By: _____ Rcvd Date: _____	CC Approval _____ Date: _____	Crew Ck: _____ Date: _____
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Studio Certified Producer: _____	Executive Producer: _____
Project Title: _____	Producer's CC: _____
Date of Production: ____/____/____ <input type="checkbox"/> 'Olelo Large <input type="checkbox"/> 'Olelo Mini <input type="checkbox"/> LCC <input type="checkbox"/> Kahuku <input type="checkbox"/> Waianae	
Start Time of Reservation: ____:____ End Time of Reservation: ____:____ <i>(8 Hours Maximum)</i>	
<input type="checkbox"/> Live: Channel ____ Time ____:____ OR <input type="checkbox"/> Taped: Anticipated Airdate ____/____/____ <i>(Approval Required by CC & Programming)</i>	
Format: <i>(check one)</i> <input type="checkbox"/> Interviews <input type="checkbox"/> Talk Show <input type="checkbox"/> Round Table Discussion <input type="checkbox"/> Drama <input type="checkbox"/> Musical <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Demonstration <input type="checkbox"/> Presentation <input type="checkbox"/> Dance Other: _____	
Special Conditions or Requirements: _____ _____	

CREW LIST <i>(Crew must be 'Olelo studio certified/trainee.)</i>			
Position	Name	Crtfd/Trainee	Day of Shoot (Sign-in)
Director			
Switcher/T. D.			
Audio			
Graphics			
VTR			
Lighting			
Floor Director			
Camera 1			
Camera 2			
Camera 3			
Production Assistant			

Complete both sides and submit to your Client Counselor no later than 5 (five) days before your production or your reservation may be cancelled. Your CC must be informed of any changes after submission, including crew changes or reservation times.

You will be held liable for any damaged or missing equipment checked out by you or your crew. Please read this agreement thoroughly before signing below.

I agree that all equipment checked out by me or persons on my crew will be considered in my possession until acknowledged as returned by 'Ōlelo. I am responsible for verifying the condition of each piece of equipment upon receipt. I agree that the studio, the control room and all studio equipment will be used for the exclusive purpose of creating television programming to be transmitted via 'Ōlelo's access channels and I am aware of and agree to abide by the policies and procedures established by 'Ōlelo.

I agree to exercise due and proper care (and direct my crew to do the same) in the handling of all equipment, especially studio lights. I agree to use the safety chains for lights at all times. I agree to return all lights to their original locations after use (after a cool down period). I further agree, in the event of any studio, control room or equipment damage or loss while in my or my crew's possession, I will reimburse 'Ōlelo in full, immediately upon receipt of invoices from 'Ōlelo relating to such costs. I understand that loss or damage to the equipment may result in forfeiture of all future reservations and privileges to use 'Ōlelo production equipment, facilities and access channels.

I agree to only use DVC Pro tapes in the Panasonic decks.

I agree to indemnify and hold harmless 'Ōlelo: The Corporation for Community Television and its agents, employees and representatives from any and all liabilities or injuries (including reasonable fees and costs incurred in defending claims) arising from, or in connection with the studio or studio equipment while it is in my possession. I further agree to hold 'Ōlelo harmless from any damages or liabilities which may arise in the case of any equipment failure while it is in my possession.

Producer's Signature: _____ Date: _____

EQUIPMENT ITEMS CHECKED OUT

	<u>OUT</u>	<u>IN</u>		<u>OUT</u>	<u>IN</u>
AC Extension (25 ft)	_____	_____	Light Wrench	_____	_____
AC Extension (50 ft)	_____	_____	Light Plot Book	_____	_____
Audio Pack	_____	_____	Phantom Power	_____	_____
Audio Patch Cable	_____	_____	Shotgun	_____	_____
Countdown Cards	_____	_____	Shure SM58S	_____	_____
Desk Mic Stand	_____	_____	Shure 869	_____	_____
Electrovoice 635	_____	_____	Wireless Mic	_____	_____
Floor Mic Stand	_____	_____	XLR (25 ft)	_____	_____
Headphones	_____	_____	XLR (50 ft)	_____	_____
Lavalier & clip	_____	_____	XLR (100 ft)	_____	_____
Lift Key	_____	_____			

CD: # _____ # _____ # _____ # _____ # _____ Gobo: # _____ # _____ # _____ # _____