



YOUTH SERVICES

USE OF EQUIPMENT & RESOURCES

The following equipment is available for use by Community, youth-focused groups and individual young people (10 to 25yrs).

3 DAY HIRE ONLY

- | | |
|---|--|
| <input type="checkbox"/> VIDEO CAMERA – Old VHS | <input type="checkbox"/> BADGE MACHINE (<u>5 DAY HIRE</u>) |
| <input type="checkbox"/> VIDEO CAMERA – New Digital ✚ | <input type="checkbox"/> EDITING UNIT * (On Site Only) |
| <input type="checkbox"/> PHOTOGRAY CAMERA (film) | |

* This service is provided from video editing dept located at Bridge Street.

✚ Indicates that a video film cartridge will need to be purchased for use with the digital video camera. These are available for sale when picking up the camera from the Youth Services office. Please remember to remove the video tape cartridge before returning the camera.

The following conditions apply:

- i) All equipment must be picked up and returned on time. Failure to do this will result in borrowing privileges being revoked.
- ii) A Bond of \$20.00 per item of equipment is to be paid to Youth Services.
- iii) A Late Fee of \$5.00 per day/ per item will be applied to late returns.
- iv) Any damage, faults or loss must be reported upon return.
- v) Appropriate identification (Preferably photo ID or Parent's/Guardian's Drivers License) must be supplied when picking up equipment.
- vi) Under no circumstances must equipment be tampered with by unauthorised persons.

If conditions are not met, the borrower may be liable for payment in the case of damage and loss.

**TO BORROW EQUIPMENT, TELEPHONE
YOUTH SERVICES
9742 8155**

NOTE: OFFICE HOURS ARE 9.00AM – 6.00PM, MONDAY TO FRIDAY

**Youth Resource Centre
82 Derrimut Rd, Hoppers Crossing.**



YOUTH SERVICES USE OF EQUIPMENT & RESOURCES

DATE OF HIRE: _____ **DUE DATE OF RETURN:** _____

Name: _____

Organisation (If Applicable): _____

Address: _____

Telephone Contact: _____

Alternate Contact No: _____

Reason for hiring equipment: _____

Tick which piece of equipment you will be using:

- | | |
|---|---|
| <input type="checkbox"/> VIDEO CAMERA – Old VHS

<input type="checkbox"/> VIDEO CAMERA – New Digital ✚

<input type="checkbox"/> PHOTOGRAPHY CAMERA (film)

<input type="checkbox"/> OTHER: Please Indicate - _____ | <input type="checkbox"/> BADGE MACHINE (5 DAY HIRE)

<input type="checkbox"/> EDITING UNIT * (On Site Only) |
|---|---|

- * This service is provided from video editing dept located at Bridge Street.
- ✚ Indicates that a video film cartridge will need to be purchased for use with the digital video camera. These are available for sale when picking up the camera from the Youth Services office. Please remember to remove the video tape cartridge before returning the camera.

The following conditions apply:

- i) All equipment must be picked up and brought back on time;
- ii) Any damage, faults or loss must be reported as soon as possible;
- iii) Under no circumstances must equipment be tampered with by any unauthorised people;
- iv) If conditions are not met, the borrower is liable for payment in the case of damage or loss; and/or unable to borrow any further equipment.
- v) A Bond of \$20.00 per item is to be paid to Youth Services.
- vi) **A fee of \$5.00 per item/ per day is payable on the late return of equipment.**

I agree that I have read the above conditions and agree to comply with such conditions.

Signature:.....

Date:.....

Office Use Only PTO FOR PRIVACY INFORMATION

Identification Type & ID Number (If applicable)		
Staff Name		
Date & Time OUT		
Bond received: Yes / No ==>\$20	If No, reason for waiving Bond:	
Staff Name		
Date & Time IN		
Bond returned: Yes / No ==>\$20	If No, reason for keeping Bond:	
Late fees applied.	(\$5.00 x days late x items =)	

NOTE: OFFICE HOURS ARE FROM 9AM – 6PM MONDAY TO FRIDAY