



Mt St Patrick College
143 Main Street
Murwillumbah
Phone: (02) 6672 2340

STAFF AND STUDENT BORROWING AGREEMENT

Borrower's Name: _____

Message to parents and students: Students may borrow any of the items below. Year 12 students have priority borrowing rights and the teacher may refuse borrowing to a student if they have proven to have been careless with equipment in the past. For some items such as the drones and the Zihuan stabilizer, students must demonstrate a strong knowledge of setting up, using and packing up equipment. For the drones, students must complete the drone safety training and demonstrate a strong knowledge of the drone laws. If students are under 18 A PARENT MUST BE PRESENT WHEN THE STUDENT FLIES THE DRONE.

For ease of use when a student borrows a piece of equipment, a text message will be sent to the student and the parent that states:

I agree to care for, return and replace the following equipment if damaged or stolen: (name of equipment). I will return this equipment on the following date (state date).

By replying *yes I agree* to the text message, parents and students agree to pay the cost of replacement.

The available equipment and its replacement price is stated below:

Equipment Item	Cost of replacement
DJI Phantom Drone	\$1000
DJI Mavik Drone	\$1150
Canon 70D	\$1200
Canon 80D	\$1500
Sony Alpha 6000	\$1000
Silver Hero Go Pro	\$600
Glide Cam	\$500
Zihuan Stabilzer	\$1000
Shoulder rig	\$350
U grip stabilizer	\$30
Manfrotto Tripod	\$170
Velbon Tripod	\$70
Rode Video Mic	\$120
Medium Graphics Tablet	\$250
Small Graphics Tablet	\$120
Multimedia computer	\$3500
Multimedia monitor	\$170

Conditions of Borrowing:

The Borrower acknowledges that the equipment borrowed:

- Is the property of the College
- Is not covered by any College insurance policy whilst in the borrower's care, except the transportation directly from the College to and from the borrower's home
- Was despatched from the College in good condition.

During the period the equipment is in their care, the borrower consequently agrees to:

- Keep the equipment in good order, ensuring no physical damage occurs
- Use the equipment only for the completion of College tasks
- Not load any other programs or games onto the equipment
- Return the equipment to the College in good condition by the return date above
- Does not expose the equipment to extreme heat or liquids
- Does not use the equipment to film at the beach or on the sand

- Follow the College's social media policy which prohibits the posting of College images on the internet
- Use equipment safely, ensuring that all involved in the production process are not placed at risk
- Use equipment wisely (for instance, cancelling film shoot if weather will compromise the equipment)
- Adhere to legal requirements surrounding specific equipment (this may include permission for filming in public and private spaces or adhering to flight restrictions for the drone for instance).
- A suitable adult (approved by Mrs Webster) must be present when filming with certain equipment such as the drone to ensure appropriate use of equipment.
- Use the equipment in accordance with the manufacturer's operations manual

In the event that the equipment is lost or stolen, the College will need to purchase replacement equipment of a similar type. The borrower agrees to reimburse the College for the cost of this replacement equipment which may be up to the value of \$3500.

In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the College for the cost of repairs.

I have read the Agreement above and will abide with the stated conditions:

BORROWER'S SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____