

EQUIPMENT REQUEST POLICIES FOR NON-EIV PRODUCTIONS

2011-2012 SCHOOL YEAR

- All equipment requests will need to be made online at http://www.supersaas.com/schedule/EIVRemote/EIV_Equipment. No other requests (email, calls, in person, etc) will be honored.
- All equipment must be checked out and approved by the remote manager before it's removed from the office.
- Equipment reservations must be made at least 72 hours in advance, no exceptions.
- All OUTSIDE of EIV rentals must have proof of insurance to take out equipment, unless otherwise approved of by the EIV General Manager.
- The renter is responsible for replacing the full value of all lost, stolen or damaged equipment.
- If you deviate (over ½ hour late, missing appointment, etc.) from your selected check-in and check-out times you requested on the calendar system, you or the organization you represent may lose access to EIV equipment rentals.
- Any missing or damaged equipment must be reported to the remote department as soon as possible via email at remote@eivtv.com.
- Equipment reservations will be confirmed 24 hours in advance via Super Saas reminder. If you need to cancel, please contact remote@eivtv.com immediately. If you need to change your time, you must provide a valid reason upon request.
- Abuse of the EIV equipment rental calendar system and privileges will result in the inability to rent EIV equipment.
- Any questions or comments should be directed to remote@eivtv.com.