

## SCTV Transfer of Custody Agreement

The parties listed herein as *Primary Borrower*, the original signer of the Broadcast Organization Checkout Form, and *Secondary Borrower*, the subsequent member in possession of the equipment, hereby mutually recognize and agree to the following terms and conditions:

(1) On the date mutually defined by both parties, the Primary Borrower will exchange equipment with the Secondary Borrower, by arrangements of their own design.

(2) The two parties will complete an Equipment Appraisal List of the equipment undergoing the transfer of custody, which will determine each item's equipment ID Number (if applicable), corresponding equipment description, and evaluation of condition received at the point of transfer, as mutually recognized by both parties.

(3) For the purposes of evaluation, the two parties will perform inspections of all equipment entailed, with the reasonable expectation of the parties' capacity to determine any compromise of equipment functionality, and that the parties will apply to each equipment kit a designation of its condition, in accordance with the definitions provided, to their mutual satisfaction, as signified by applying their signatures at the point of transfer.

(4) Hereupon the Secondary Borrower will assume liability for the condition of the equipment upon return to the Student Media Center, in accordance with Student Media's SCTV Equipment Use Policies.

(5) Any discrepancies discovered by the Equipment Managers upon return will be associated with the responsible party, whereby the Equipment Appraisal List will apply the Terms and Conditions associated with the Broadcast Organization Checkout Form to the Secondary Borrower, if so implicated.

(6) In the event the Equipment Appraisal List cannot sufficiently identify the responsible party, both parties will equally share the financial liability for the equipment entailed.

(7) The Secondary Borrower is subject to all conditions of the original loan and is responsible for knowing the return date and time of all equipment. Penalties will be the responsibility of the Secondary Borrower.

Primary Borrower Print Name: \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

Primary Borrower Signature

Secondary Borrower Print Name: \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

Secondary Borrower Signature

