



Equipment Checkout Rules

Equipment Checkout:

- NVTV equipment may be checked out by any member in good standing who is certified as proficient with the specific equipment.
- All video shot on NVTV equipment must be intended for playback on one of NVTV's cable channels.
- A copy of the Equipment Checkout Procedures Agreement will be provided to any member wishing to use NVTV Equipment or Facilities. All checkout equipment is available for maximum of three days (72 hours). Extended checkouts must receive prior approval from the Executive Director or designee. Members will complete and sign the Equipment Checkout Procedures Agreement. Any malfunction or surface damage to equipment, at the time of checkout will be noted on the agreement and initialed by both member and staff.
- If a member fails to pick up equipment at the assigned hour or notify NVTV staff of a possible delay, that equipment may be assigned to another member after one hour.
- Cancellations for equipment need to be made at least 24 hours in advance.
- Failure to comply can result in the suspension of facility privileges for 30 days.
- Equipment must be checked out no later than 5:30pm.

Equipment Check-In:

- Equipment must be checked in no later than 12:00pm.
- All equipment checked out from NVTV must be returned undamaged and in good working order.
- If a member is going to be late in returning equipment, they will be expected to advise NVTV staff in a timely manner.
- The member will reimburse NVTV for expenditures required to repair damaged equipment or to replace equipment in the instance of irreparable damage or loss of equipment. Any malfunction or damage will be noted on the check-in card and initialed by staff and the member.
- The member will have 30 days to work out a satisfactory payment agreement with the Executive Director for the costs of equipment repair or replacement. A member will be allowed up to one year to complete the reimbursement.
- Members who abuse equipment, fail to return equipment on time without notice and approval, or fail to make reimbursement for damaged or lost equipment may be suspended from membership.

Napa Public Access Cable Television (NPACT) Federal ID: 68-0096506

Mailing Address: PO Box 4347, Napa, CA 94558 707-257-0574

Location: Pueblo Avenue, Valley Oak High School, Room C3, West of the Boys and Girls Club