



Ed Video Media Arts Centre
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Ed Video Media Arts Centre Rental Policy

This policy applies to all members of Ed Video Media Arts Centre and outlines the procedures, responsibilities, and liabilities associated with the rental and use of Ed Video's equipment and facilities.

1. Membership, Eligibility, and Booking

- **Membership Required:** Only current Ed Video members holding Producer, Student, or Organizational memberships are eligible to rent equipment.
 - **Account Status:** Members may not book equipment when they owe a balance for a previous rental (including late fees, damage costs, or unpaid rental invoices).
 - **Booking Authority:** All equipment bookings must be approved by the **Technical Director**, unless otherwise noted by staff.
 - **Booking Methods:** Book by phone, email, or in-person during regular office hours, up to **8 weeks** in advance.
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2. Equipment Training and Demonstration

- **Mandatory Training:** All members must complete training on designated equipment items. Schedule training sessions with Ed Video's Technical Director. Staff will not book an item until the training session has been completed.
 - **Demonstration:** The member will be asked to demonstrate their ability to operate the item.
 - Sessions will last less than 30 minutes. There is **no charge** for a single 30-minute training session. Standard one-to-one consultation rates will apply for longer sessions.
 - **Delegated Operator:** If another person will be operating the equipment on your behalf, they should also attend the session.
 - **Experienced Members:** More experienced members can request a session solely to demonstrate their ability to operate the item.
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3. Rental Duration and Rates

- **Rental Duration Defined (The Rental Day):** A single-day rental includes:
 - **Pick Up:** Between **1:00 PM and 4:00 PM** on the day **before** the booked day.
 - **Use:** The day of the booking.
 - **Return:** Between **10:00 AM and 12:00 PM (noon)** on the day **after** the booked day.
 - **Rate Calculation:**
 - **Weekends:** Weekends (Friday pick-up to Monday return) are charged at a **one-day rate**.
 - **Weekly Rate:** Seven (7) days are charged at a **four-day rate**.
 - *Rental rates are defined in a separate Ed Video Rental Rates Policy document.*
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4. Pick-Up, Payment, and Cancellation

- **Payment Due:** Full payment for the rental is due upon pick-up.
 - **Pick-Up Window:** Members may pick up equipment between **1:00 PM and 4:00 PM** on the scheduled pickup day.
 - **Inspection and Assembly:**
 - Members must inspect their rental to ensure that they have all necessary components, and functionality of all equipment, and sign provided rental agreement indicating the presence and functionality of the equipment.
 - Members may be asked to set up/assemble and disassemble all items before taking them.
 - Allow **15–30 minutes** for the pickup process and payment.
 - **Cancellation Policy:** Cancellation must have **24 hours notice** prior to the scheduled pick-up time, or the full payment is expected.
 - **Alternate designated pick-up person:** Members may designate an alternate person to pick-up equipment in the case they are unable to themselves. This must be pre-arranged with staff and the designated representative must present photo ID matching the name provided by the member.
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5. Use and Expected Treatment of Equipment

- **Authorized Use:**
 - Members may only access equipment to work on non-member projects if they are the **sole operator**.
 - Members may not rent equipment on behalf of another person, or give equipment to others to use.

- **Transportation and storage of equipment:**
 - Equipment must be transported and stored in appropriate cases as provided by Ed Video.
 - Equipment must be stored in climate controlled, locked spaces controlled by the renting member. (ex: private office of home)
 - Under no circumstances should equipment be stored overnight in vehicles or garages.
 - **Treatment and Maintenance:**
 - **Do not apply any adhesive or markings** on any equipment item without approval from staff.
 - **Never attempt to repair** any equipment item for any reason.
 - **Brush or wipe** any heavy dirt, residue, effect makeup, etc., off all equipment before returning.
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6. Return Procedure and Late Penalties

- **Return Time:** Equipment must be returned to Ed Video's office by **12:00 PM (noon)** on the scheduled return date unless a late return has been scheduled.
 - **Check-In Process:** Allow **10 minutes** so we can check your return while you are present.
 - **Missing Components:** If any component of an item is missing, the member will be charged for **additional rental days** until the component is returned.
 - **Revocation of Privileges:** Rental privileges will be **revoked** if a late return affects another member's booking.
 - **Police Involvement:** If you are more than **three days late** and haven't contacted us, we may contact police.
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7. Liability, Damage, Loss, or Theft

Members accept liability for the safety of the equipment they rent, as well as any costs not covered by Ed Video's insurance. Members are entitled to insurance coverage for costs beyond Ed Video's \$1,000 insurance deductible when we are able to successfully file a claim with our insurer.

In Case of Theft:

If equipment is stolen while in your care, you must:

1. **Immediately file a police report** in the city where the theft occurred.
2. **Contact Ed Video** by phone or email (contact police first).

3. **Provide a copy of the police report** to Ed Video within **two (2) days** of the theft.
4. **Pay for the insurance deductible** (currently **\$1,000**) or the **full replacement cost** if the value is under \$1,000.
5. **Failure to Submit Report:** If you fail to submit a police report, you will be responsible for the full replacement cost of the item. Ed Video will lay charges against any renter who claims theft but does not submit a police report and/or pay the full replacement cost, assuming that they have themselves stolen the equipment.

In Case of Damage, Loss, or Permanent Marking:

Upon signing the provided rental agreement members confirm that the equipment was complete and in working order upon pick-up. Members have 24 hours to photographically document and report by email any damaged or missing equipment not noted upon pick-up.

If equipment is lost, damaged, or permanently marked while in your care, you must:

1. **Immediately notify Ed Video staff** by phone or email.
2. **Pay the full repair or replacement cost** according to the following:
 - If the repair or replacement cost is **less than \$1,000**, the member pays the actual cost.
 - If the damage is covered and Ed Video is able to **successfully file a claim with its insurer**, the member's maximum out-of-pocket payment will be the deductible amount of **\$1,000**.
 - **If Ed Video's insurance claim is denied** for any reason related to the renter's actions (e.g., negligence, violation of policy, etc.), the member is responsible for the **full repair or replacement cost** of the item.
 - If the item is lost or damaged beyond repair and is valued under \$1,000, the member pays the full replacement cost.
 - Members will pay an administrative fee of 10% of repair or replacement costs.

8. Certificate of Insurance (COI)

- A **Certificate of Insurance (COI)**, listing Ed Video Media Arts Centre or third party equipment suppliers as an "Additional Insured," **may be required for some items**, and will be indicated on a case-by-case basis by Ed Video staff.