

APPENDIX P – McMaster Engineering Society Digital Video Camera & DSLR Camera Policy

I _____ take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) DSLR camera and or digital video camera and all the accessories included with it. Proper operation includes abiding by the MES DSLR camera and or digital video camera usage guidelines listed below. I will be renting the following (please check the box(es) that apply):

The contents of the MES DSLR package:

- 1 Nikon D7100 DSLR Camera
- 1 AF-S DX Nikkor 18-140mm ED VR Lens
- 1 EN-EL15 Rechargeable Li-ion Battery
- 1 MH-25 Quick Charger
- 1 UC-E17 USB Cable
- 1 AN-DC1 Strap
- 1 DK-5 Eyepiece Cap
- 1 DK-23 Rubber Eyecup
- 1 BF-1B Body Cap
- 1 BS-1 Accessory Shoe Cap
- 1 NikonView NX2 CDRom
- 1 Vanguard Oslo 25 Digital SLR Camera
Shoulder Bag – Burgundy

The contents of the MES Digital Video package:

- 1 Canon NTSC ZR 40 digital video camcorder
- 1 Canon (Li-ion) Battery Pack BP-508
- 1 Canon wireless controller WL-D74
- 1 Canon CA-560 Compact Power Adapter (including 120v plug cord)
- 1 UC-E17 USB Cable
- 1 AN-DC1 Strap

MES DSLR Camera and Digital Video Camera Usage Guidelines

- A cash or cheque deposit amounting to \$100 (Video Camera) and \$150 (DSLR) prior to rental will be given to the Vice President Finance or Assistant Vice President Services and Productions.
- Upon return of the camera, the Vice President Finance or Assistant Vice President Services and Productions will assess the condition of the camera and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred then the deposit less the amount of the damages will be returned.
- The camera operator should at no time be under the influence of alcohol, illegal substances, or otherwise impaired in a way that may influence motor control or mental acuity.
- All persons being filmed or photographed must be made aware that filming or photography is taking place and measures must be taken to ensure that said individuals provide consent to be filmed or photographed.
- Measures must be taken to ensure that footage and photographs can be edited to remove any party who does not or withdraws their consent to filming or photography.
- Pictures and film being taken must be appropriate for the event for which the camera is rented (i.e. nudity, consumption of illegal substances, or nefarious activities are barred from being recorded).