

Company Camera and Audio Visual Equipment Agreement

This agreement outlines the terms and conditions under which the company provides camera and audio-visual equipment to employees for professional use. Please complete all fields below, print, and sign this document.

1. Employee Information

Employee Full Name:

Job Title:

Department:

Employee ID:

Email Address:

2. Equipment Details

Please list all cameras, lenses, microphones, lighting, tripods, or other AV equipment being issued.

Item Description	Make/Model	Serial Number	Estimated Value (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Included Accessories (e.g., bags, chargers, memory cards, cables):

3. Terms and Conditions

- The employee acknowledges receipt of the equipment listed above in good working condition.
- The equipment is to be used solely for company-related business, projects, and assignments.
- The employee agrees to take all reasonable precautions to prevent theft, loss, or damage to the equipment.
- The employee must not attempt to repair or modify the equipment without written authorization from the IT or AV department.
- In the event of loss, theft, or damage, the employee must report the incident to their supervisor immediately.
- All equipment must be returned immediately upon request by management, or upon termination of employment.

4. Acknowledgment and Signatures

By signing below, the parties agree to the terms and conditions outlined in this agreement.

Employee Signature:

Date:

Authorized Company Representative Name:

Representative Signature:

Date: