

Dear All,

below you will find out what rules apply for making orders and renting the equipment from the Warsaw Film School's storeroom.

RULES OF RENTAL OF EQUIPMENT FROM THE SCHOOL'S STOREROOM

HOW TO BOOK AND RENT EQUIPMENT

1. To book the equipment from the School's storeroom, it is necessary to place an order **at least three days in advance** and send it via e-mail to:

dzialtechniczny@szkolafilmowa.pl

With the aforementioned three days' notice, the person placing the order shall send the specs of the ordered equipment using appropriate forms and propose three pickup dates.

Please note that the order must include:

- the renter's data: first name and surname, student's ID No., faculty/ specialty, contact phone No.
- list of equipment
- type of assignment and the name of the person who gave it (confirmation of an artistic supervisor, also admissible via e-mail)

The equipment may be picked up only by a person who placed the order.

2. In a response message, the Technical Department checks the order in terms of the equipment availability; in the case of a limited availability, they will suggest changes including a new date. The renter must specify whether they accept the change.
3. In response to that, the Technical Department shall prepare the equipment and set the date (day and time) of the equipment pickup from the School's storeroom.
4. The renter is obliged to appear on the set date. **Failure to appear or late arrival result in the removal of the order from the order queue.**
5. Special precautions shall be taken during the equipment pickup, such as:
 - covered mouth and nose
 - use of gloves
 - use of disinfectant from a dispenser placed at the entrance to the building of the Warsaw Film School
 - keeping safe distance from each other.

PLEASE NOTE:

Please make sure to take special precautions and **cover your mouth and nose**, as well as use hand disinfectants, such as the disinfectant at the entrance door to the building of the Warsaw Film School. Gathering in front of the School's building, as well as on the premises of the campus, must be avoided. Social distancing applies on the entire premises of the Warsaw Film School.

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