

RULES FOR RENTING FILM EQUIPMENT FROM THE WARSAW SCHOOL WAREHOUSE

Placing Orders and Renting Equipment

1. Orders for camera and lighting equipment should be placed no later than 3 days before the planned rental date. Orders should be sent to the following e-mail address: warehouse@szkolafilmowa.pl.
2. The order is placed by sending the appropriate [form](#).
3. The form should include information such as:
 - Details of the person renting the equipment, including: name and surname, year of study, student ID number, field of study/specialization and contact telephone number.
 - Type of the exercise, including the title of the exercise and the artistic supervisor who commissioned the film.
 - The date of collection and return of the equipment along with the hours.
 - List of equipment that the ordering party wants to rent.
4. In the case of recordings on school premises, an e-mail is still required 3 days in advance.

Order Verification and Confirmation

1. After receiving the order, the Warehouse employee verifies the availability of the equipment. If a given equipment is not available, the Warehouse may offer the ordering party alternative equipment or change the rental date. The borrower must make a choice in connection with possible changes.

Equipment List

1. The type of equipment available for a given year of study is included in the [Equipment List document](#).
2. The amount of small equipment (e.g. cables, C-stand, flags) may change slightly due to the number of rentals at a given date.
3. Each student can borrow a maximum of 30 items from the list.
4. Once the list is accepted by the warehouse, it can be modified up to 3 days before rental. All changes should be included in the **new form** and sent by e-mail.

Equipment collection

1. Equipment can be collected from 12:00 to 16:00 on the day specified in the form.
2. The equipment is collected and returned only by the person listed in the form.
3. The borrower is obliged to appear on the appointed date.
4. Failure to show up results in the cancellation of the order.
5. During collection, the student is obliged to check the equipment. After leaving the warehouse, the borrower is responsible for any shortages.
6. Tests of camera equipment may only be performed on the School premises.

Rental Time

1. The maximum equipment rental period is 10 days. The exception are projects approved by the Production Department.

Order confirmation

1. Sending an e-mail with an order does not constitute a guarantee of equipment rental. Confirmation from the Warehouse is needed.

Return of equipment

1. Equipment can be returned from 10:00 a.m. to 12:00 p.m. on the day specified in the reservation. If the return is to be made after this time, it must be included in the order form.

Warehouse opening hours

Academic year – 08:30 – 20:30

Summer/Winter Holidays – 09:00 – 17:00

Information about the date of collection and return of the equipment is provided above. Outside of the hours available to students, the Warehouse is open only for lecturers and classroom activities.

The warehouse is closed on weekends and holidays.

General rules

1. The warehouse is not responsible for equipment during rental. The Student is responsible for the borrowed equipment.
2. It is not possible to store rented equipment or students' private belongings in the Warehouse.

Failure to follow the rules

1. Students who:

- are in arrears with the return of equipment,
- return equipment that is damaged, incomplete or uncleaned after the shooting,
- break the rules,

lose the possibility of renting equipment from the school warehouse or their project is blocked.

2. In the event of repeated violations of the rules for using the warehouse resources, a report is sent to the university authorities in order to draw consequences.

ATTENTION! The rental of school equipment for non-school commercial projects is prohibited. If such an incident is detected, the person responsible for the loan is reported together with the team to the university authorities.

Contact

If you have any questions or doubts, please contact us by e-mail: warehouse@szkolafilmowa.pl or by phone: 887 555 107.

Please follow the above rules to ensure the smooth operation of the Warsaw Film School Warehouse.