

Rules for renting sound equipment

Orders

1. The equipment order form should be sent to the following e-mail address: dzialtechniczny@szkolafilmowa.pl.
2. Equipment rental is ordered using the appropriate [form](#).
3. Orders must be placed at least 3 days in advance before the declared rental date.
4. To avoid potential misunderstandings, it is best if sound engineers are responsible for ordering sound equipment.

Order Verification

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

Equipment collection

1. Equipment collection takes place during the working hours of the Technical Department, between 10:00 a.m. and 6:00 p.m.
2. Equipment may only be collected by person who made the reservation 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.

Rental Time

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

Order confirmation

1. Submitting the form does not guarantee equipment reservation. The reservation will be confirmed by e-mail by an employee of the Technical Department.

Return of equipment

1. The equipment must be returned within the time specified in the booking form.
2. Returns of equipment are accepted between 10:00 a.m. and 2:00 p.m. If the return is to be made after this time, it must be included in the order form.

Technical Department opening hours

The sound equipment warehouse is open 7 days a week from 10:00 to 18:00.

General rules

1. The equipment must be returned in a neat and orderly condition.
2. All cards and batteries must be removed before returning the equipment.
3. The Technical Department is not responsible for memory cards left in recorders.
4. In the event of loss or damage to the rented equipment, the person signing the form bears full financial responsibility for the losses caused.

Failure to follow the rules

1. Students who:
 - return equipment that is damaged, incomplete or uncleaned after the shooting,
 - are in arrears with the return of equipment,
 - do not comply with the regulations and violate the rental rules,lose the ability to rent equipment from the school warehouse or their project will be 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:
dzialtechniczny@szkolafilmowa.pl or by phone: +48 22 110 42 16.

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