



**THE DAYTON
FOUNDATION**

We help you help others.

*The Regional Community
Foundation*

40 N. Main Street
Suite 500
Dayton, Ohio 45423
Phone: (937) 222-0410
Fax: (937) 222-0636
Web Site: www.daytonfoundation.org
E-mail: info@daytonfoundation.org

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The Dayton Foundation
Tax No. 31-6027287
Dayton Foundation
Charitable Accounts, Inc.
Tax No. 31-1330325

Dayton Foundation
Depository, Inc.
Tax No. 31-1044298
The Dayton Foundation
Plus, Inc.
Tax No. 54-2101090



Meeting All Standards for
U.S. Community Foundations.

EQUIPMENT BORROWER AGREEMENT

The Dayton Foundation's hand-held video camera (Kodak Zi8) is available to not-for-profit organizations who recently have received a Dayton Foundation discretionary grant. Please follow these steps to complete the process. The camera may be borrowed for up to one week.

1. Reserve the camera at least one week in advance by contacting Soteria Brown, public relations officer, at (937) 225-9959 or at sbrown@daytonfoundation.org.
2. Complete this agreement form, sign and fax it back to the Foundation (attention Soteria Brown) at (937) 222-0636.
3. Pick up the camera on the prearranged date. If you are unable to pick it up on that date, please contact the Foundation to see if alternate arrangements can be made. The camera is easy to use and comes with an instruction sheet.
4. Return the camera on the date specified on this agreement. If you are unable to return the camera on that date, please contact the Foundation to see if alternate arrangements can be made. The return process will include a complete review of the equipment to address any damages or concerns.

In borrowing this equipment, the Contact Person must agree to the following.

- Use the camera for the purposes of the organization borrowing the camera – not for personal purposes or other uses.
- Provide The Dayton Foundation with either:
 - Edited video(s) (maximum length of three minutes), or
 - Unedited video(s) on the camera that the Foundation may edit and use, at their discretion – maximum 15 minutes in total. The video(s) may be posted on The Dayton Foundation's website (www.daytonfoundation.org) or used for other promotional purposes, at the discretion of the Foundation.
- Obtain permission to record and publish videos of anyone (or guardians in the case of minors) appearing in the video, and please inform them the video(s) may be used by The Dayton Foundation for promotional purposes. Copies of the signed permission forms specifically stating The Dayton Foundation's use must be provided to The Dayton Foundation when returning the camera. The Dayton Foundation also has photo/video release forms available.
- Return all equipment in good working order. If the camera and/or any accessories are lost, stolen or damaged, the organization's Contact Person and/or the organization they represent is liable for any replacement or repair costs incurred.

Contact person (print): _____

Organization: _____

Phone: _____ Fax: _____ E-mail: _____

Items Borrowed: Camera Table-top tri-pod Lapel microphone

Pick-up Date: _____ Return Date: _____

I, the Contact Person, understand and agree with the responsibilities and expectations outlined in this document. By signing this Equipment Borrower Agreement, I will ensure proper care and timely return of this equipment.

Signature: _____ Date: _____

Confirmed equipment received in good working order. Initial: _____ Date: _____