

# Sign Out Sheet

You are responsible for **Sony Handy Cam DCR-SR82 Digital Video Camera** and accessories that you borrow from Row NS (Canada Games Committee), including all wires, disks, lens caps, docking station, caring case, tri-pod etc.

**YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGES OR LOSSES**

**Instructions for signing out the Sony Handy Cam DCR-SR82 Digital Video Camera**

- You must notify Janessa Green to schedule equipment use.
- Part A of the following table must be completed by the borrower before release of the equipment and must include a signature by Janessa Green or Row NS Board Member. (Original Copy to remain at Row NS Office.)
- Part B of the following table must be filled out upon return of the Equipment. Janessa Green or Row NS Board member must fill out Part B with the exception of the borrower's signature. (Original Copy to remain at Row NS Office.)
- Equipment must be inspected by Janessa Green or Row NS Board member and the Borrower at time of sign out and upon return to verify equipment operation and condition.
- Equipment must be returned at or before the specified time so others may use the equipment. Failure to do so may result in the suspension or termination of your equipment privileges.

**Contact Janessa Green – Row NS Administrative Coordinator to reserve equipment.**

Email: [jgreen@sportnovascotia.ca](mailto:jgreen@sportnovascotia.ca)  
 Phone #: 425-5450 Ext 357

<b>PART A - TO BE COMPLETED BEFORE RELEASE OF EQUIPMENT</b>	
<b>Borrower's Name: (Print)</b>	
<b>Rowing Club (of Borrower):</b>	
<b>Equipment &amp; Date Needed (Be specific, include any accessories)</b>	
<b>Reason:</b>	
<b>Sign out (Date &amp; Time):</b>	
<b>Expected Return Date &amp; Time:</b>	
<b>Borrower's Signature:</b>	
<b>Row NS Authorized Signature:</b>	
<b>Part B -TO BE FILLED OUT UPON RETURN OF EQUIPMENT</b>	
<b>Condition of Returned Equipment – Check list of equipment in above section</b>	
<b>Borrower's Signature:</b>	
<b>Row NS Authorized Signature:</b>	