Kalamazoo College PRODUCTION STUDIO CONTRACT

Name of Production: __________________________________________

Date of Production: ____________________________________

Director of Production: ________________________________ Phone: ____________________

Email: ________________________________________________

This agreement is made and entered into as of this __________ day of ____________ in the year of ____________ between ________________________________ herein referred to as "Producer" and Kalamazoo College herein referred to as "Studio."

1. Producer shall be responsible for any loss or damage to Studio property incurred by Producer, crew of Producer, or guests of Producer, as a result of misuse, negligence, and or carelessness during Producer’s contracted time with Studio.

2. Any and all equipment breakage or malfunction, whether due to negligence or normal use, must be reported by Producer to Studio before Producer exits facility.

3. Upon exiting facility, Producer must secure and return all equipment to original configurations. Studio will review and acknowledge conditions before Producer exits.

4. Upon review and approval by the Studio Steering Committee, all productions produced through the Production Studio must air over KTV, Kalamazoo College’s cable casting network.

5. Producer is responsible for supplying and securing all recording media (such as dvds and Panasonic mini-DVs.) The Studio will attempt to secure any materials left on the premises, but is not responsible for loss or damage. Producer’s recording media left on premises 30 days after completion of last recording session or service shall become the property of Studio.

6. This constitutes the entire agreement between Producer and Studio, and may not be modified, changed, or terminated in any way unless there is a written agreement signed by both parties.

The signatures below confirm all parties involved understand this agreement in full.

Executed on the __________ day of ____________ 20 ______

By: ____________________________________________ Studio

By: ____________________________________________ Producer