

Audio-Visual Equipment Rental/Use Agreement Policy and Procedures

To request equipment, click [HERE](#)

This Audio-Visual Equipment Use Agreement is entered into by and between Paralyzed Veterans of America – Wisconsin Chapter, Inc. (“PVA–WI”) and the requesting user (“User”).

Purpose of Equipment

PVA–WI owns certain audio-visual equipment, which may include but is not limited to cameras, video recorders, microphones, media storage, and related accessories (collectively, the “Equipment”).

The Equipment is loaned to Members solely for the purpose of documenting, promoting, and supporting official PVA–WI programs, events, outreach activities, and mission-related initiatives.

Authorized Use

The User agrees that:

- a. The Equipment shall be used exclusively for official PVA–WI and mission-related initiatives.
- b. The Equipment shall be used to document PVA–WI programs, events, services, and related organizational activities.
- c. The Equipment shall not be used for personal projects, private business ventures, political activities, or any non-PVA–WI-related purpose.

Prohibited and Illicit Use

The User expressly agrees that the Equipment shall not be used:

- For any unlawful, fraudulent, defamatory, obscene, harassing, discriminatory, or otherwise illicit purpose.
- In violation of any federal, state, or local law.
- In a manner that infringes upon the privacy, intellectual property rights, or civil rights of any individual.
- To create, distribute, or store content that could reasonably harm the reputation, mission, or legal standing of PVA/PVA–WI.
- To create, distribute or store any lewd or lascivious acts.

Care and Custody

The User assumes full responsibility for the proper care, handling, and security of the Equipment while it is in their possession.

The User agrees to:

- Submit an Equipment request no less than 2 weeks prior to the need for the equipment.
<https://forms.office.com/r/bb8yVshbCy>
- Return the Equipment within 2 weeks of the conclusion of the event.
- Notify the airline or shipper that this equipment contains lithium-ion batteries, as special precautions must be made with their transport.
- Insure the package with a \$700 valuation, when returning the camera to PVA-WI. 750 N Lincoln Memorial Dr., Suite 422 Milwaukee, WI 53202

- Agrees to not use the equipment in, on or under water.
- Exercise reasonable care to prevent loss, theft, or damage.
- Notify PVA–WI immediately in the event of damage, malfunction, loss or theft.
- Return the Equipment promptly upon request or at the conclusion of the authorized use period.
- The user is financially responsible for any loss of the equipment or damage resulting from negligence or misuse.

Privacy and Consent

The User agrees to follow all applicable privacy laws and PVA–WI policies regarding photo/video releases and participant consent. The User shall ensure that appropriate consent forms are obtained when required.

Indemnification

The User agrees to indemnify, defend, and hold harmless PVA–WI, its officers, directors, employees, and volunteers from and against any claims, damages, liabilities, costs, or expenses arising out of the User’s use or misuse of the Equipment or violation of this Agreement.

Ownership and Content Rights

In consideration for the use of PVA-WI equipment and PVA-WI paying associated shipping costs, you hereby grant permission to PVA-WI to use any photographs, video recordings, audio recordings, digital images, and related media produced using PVA-WI equipment. These materials may be used for publicity, promotional, educational, or informational purposes, including but not limited to newsletters, websites, social media, marketing materials, and other PVA or PVA-WI communications, in any medium now known or developed in the future.

Expense Report Submission (return shipping)

Members must submit an Expense Report within 30 days at: <https://wisconsinpva.org/forms>

- Expense Report must include:
 - Itemized purchase receipt
 - Banking information for ACH transfer (direct deposit)

Term and Revocation

Authorization to use Equipment may be revoked at any time at the sole discretion of PVA–WI. This Agreement remains in effect for the duration of the User’s access to PVA–WI Equipment.

Any misuse of the Equipment or failure to return it may result in the immediate revocation of access. The User may also be subject to suspension of PVA-WI benefits and/or other administrative actions deemed appropriate by the Board of Directors, as well as any applicable legal consequences.