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**Amendments to Producers Manual: 48 Hours Field Equipment Checkout**

May 17, 2016

**550.15 is revised as follows:**

Checkouts of field equipment between Monday and Friday are limited to 48 hours; checkouts on Saturday extend until Monday. Producers should allow at least 30 minutes for checking-out and an additional 30 minutes for checking-in procedures.

**550.19 is revised as follows:**

*All* equipment is due on the scheduled return day no later than 48 hours after the checkout time; and, equipment is due back to DCTV *prior* to one hour before closing time on the due date, regardless of whether 24 or 48 hours has fully elapsed. If checking out equipment for more than one day, the member will be charged for all days as full day fees, without proration.

550.21 is revised as followed:

Producers are obligated to respect the boundaries of the times they reserve for facilities, and the checkout and check-in of equipment.

a. In the studios, producers must allow the last 20 minutes of reserved time for vacating the space. If not, DCTV staff will terminate programs, including live telecasts.

b. In editing suites, producers must end their work five minutes before the scheduled end of the session or DCTV staff will terminate the edit session.

c. Late return of field equipment will result in disciplinary actions under Section 975.

Additionally, late charges will apply as follows unless waived by DCTV’s assigned Senior Manager for extraordinary circumstances. Late charges begin *on the date equipment was due* when equipment is not returned as specified in Section 550.19.

1. Members working under the Free Equipment Program, Section 575, will be charged a late fee equal to the current equipment daily rate for each day, along with other disciplinary actions that can result in loss of Free Equipment Program privileges.

2. All other members will be charged a late fee of one full day equipment use fee for each day; the late fee is in addition to the total daily rate due.