



FIELD EQUIPMENT RESERVATION PROCEDURE

Effective 6/14/2021

In working to meet the needs of our member producers while doing our best to keep everyone safe, Falmouth Community Television is using the following procedure for no-contact field equipment pick-up/drop-off. These procedures allow time for equipment to be sanitized between each use. Equipment will be quarantined for 24-hours between uses before being re-sanitized and issued for check-out again.

- Field equipment is available by appointment only.
- To reserve equipment, email Bob@fctv.org or call 508-457-0800 extension 103. Copy Allen@fctv.org on requests.

PICK-UP & DROP-OFF HOURS (by appointment only):

Monday and Wednesday: 3:00 PM to 9:00 PM

Friday: 11:00 AM to 4:00 PM

Sunday 2:00 PM to 6:00 PM

If these times do not work due to work or childcare, please let us know and we will make other arrangements.

- Reservations will be held for 20 minutes. Please call if you are going to be late.
- When you arrive, please park in the lot closest to the FCTV garage.
- The following procedures are required to minimize contact during equipment **PICK-UP**:
 1. Call 508-457-0800 or ring the video doorbell located to the right of the main entrance to alert staff that you have arrived.
 2. FCTV staff will open the garage door, please step back from the garage opening.
 3. Once the garage door is open you may approach the table on the **LEFT** with the **GREEN** sign which designates the **PICK-UP** table.
 4. With your reserved equipment, you will find a **Check-Out Form** with your name and the list of equipment reserved.
 5. Members **MUST** bring their own pen to sign the Equipment Check-Out Form.
 6. The form must be signed prior to taking equipment.
 7. Staff will be in the doorway to the building to answer questions. Please do not approach.
- The following procedures are required to minimize contact during equipment **DROP-OFF**:
 1. Call 508-457-0800 or ring the video doorbell located to the right of the main entrance to alert staff that you have arrived.
 2. FCTV staff will open the garage door, please step back from the garage opening.
 3. Once the garage door is open you may approach the table on the **RIGHT** with the **RED** sign which designates the **DROP-OFF** table.
 4. A copy of your Check-Out Form will be visible on the table, leave your equipment on top of your form. **No need to sign anything.**
 5. Staff will be in the doorway to the building to answer questions. Please do not approach.
- Face coverings and social distancing are required when picking up or dropping off equipment unless

fully-vaccinated.

- In the event that there is an overlap of appointments, please remain in your vehicle until the previous transaction has concluded. Once the person ahead of you has left and the garage door has closed, please follow the steps as listed above.
- Please do not approach the garage until directed to do so.

NOTE: Please email bob@fctv.org to report any equipment issues.