



## ORAL HISTORY BOOTH EQUIPMENT USE FORM

It is agreed between the Portland Museum and \_\_\_\_\_, herein referred to as “User,” on \_\_\_/\_\_\_/\_\_\_ that the Portland Museum shall allow the User full access and use of the Ed “Nardie” White Oral History Booth’s features as conditioned and described below, subject to all of the policies and procedures of the Portland Museum.

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### AGREEMENT

The Portland Museum’s Ed “Nardie” White Oral History Booth, herein referred to as “Booth,” and its furniture, décor, and recording equipment contained within can be utilized by Portland Museum visitors, including User, at no charge. If any of the Booth’s furniture, décor, and/or recording equipment is damaged during User’s reserved recording time User will be responsible for the full replacement cost of identical or comparable furniture, décor, and/or recording equipment. If damage is minor, it will be evaluated by Portland Museum staff to determine the degree to which User will be responsible for full replacement or partial repair of damaged furniture, décor, and/or recording equipment. User is responsible for any damages incurred by additional visitors joining User in the Booth during their reserved recording time. Upon arrival to Portland Museum, user is responsible for bringing any existing damage to the attention of Portland Museum staff during the first fifteen minutes of their reserved recording time.

User is forbidden from removing furniture, décor, and/or recording equipment from the Booth without explicit permission from Portland Museum staff and will be held responsible for the full replacement cost of any décor, and/or recording equipment reported missing between their reserved recording session and the first fifteen minutes of the next visitor’s session. Upon arrival to Portland Museum, user is responsible for bringing any missing equipment to the attention of Portland Museum staff during the first fifteen minutes of their reserved recording time. The booth should at all times be equipped with four PreSonus M7 Cardioid Condenser Microphones (with stands and pop filters), one pair of PreSonus HD7 Professional Monitoring Headphones, one RØDECaster Pro mixer (with power chord, USB chord, AUX chord, and Apple lightning adapters), and one 12.9” 2021 iPad Pro (with charging block and cable).

User should be aware that the Portland Museum does not filter, monitor or control Internet content and cannot be held accountable for information or images accessed through the Internet utilizing the provided iPad Pro or personal devices.

I have read and understand the above:

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_