



Equipment Check-out/Check-in procedures for curbside delivery

- Please check out the [CAM inventory](#) and plan to reserve gear at least one week before you plan to pick it up.
- Pickup/return hours will be [10:30a-1:30p on Wednesdays and Thursdays](#). **These are not open office hours** - you will need to set up an appointment with the CAM Coordinator for a specific date/time to pick up or drop off equipment.
- Email info@corvallisaccess.org. The email should contain:
 - The **gear** you would like to check out. List the **equipment IDs** and a **description of the items** from the [CAM inventory](#).
 - The **date and time** you would like to pick up the gear.
 - The **program** you are working on that you need the gear for.
Reminder that all gear check outs need to be connected to a program that you will submit to be aired on Channel 29 and our Youtube channel.
 - The **date and time** you would like to return the gear.
- Gear will be sanitized by the CAM Coordinator.
- **Please arrive within five minutes of your scheduled pickup/dropoff time.** The building is still closed to the public, so I will need to meet you in front of the Majestic to exchange the gear.
- **If you are going to miss your scheduled pickup/dropoff time, please email me ASAP.**
- When your video is finished and ready for the [CAM Youtube page](#) and [Channel 29](#), please fill out [this form](#) and upload the file at the end.