



**MEMBERSHIP APPLICATION**

**PERSONAL / ORGANIZATIONAL INFORMATION**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Work / Cell#: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

School: \_\_\_\_\_ Student-Number: \_\_\_\_\_

If you are applying for a student membership you must be a full-time student to be eligible and present your valid Student ID Card.

**MEMBERSHIP OPTIONS**

**ORGANIZATIONAL MEMBERSHIP: \$150.00** (for organizations with an operational budget under \$1,000,000) allows access to all of Trinity’s equipment and services for designated members of the organization.

**PRODUCING MEMBERSHIP: \$100.00** allows access to all of Trinity’s equipment and services.

**STUDENT / SENIOR RATE: \$50.00** allows access to all of Trinity’s equipment and services.

**ASSOCIATE: \$35.00** Associate membership provide access to the e-newsletter. The Associate Membership does not provide the Member with access to any equipment. Workshop instructors, who may not have any use of TSV for equipment currently, must take out an Associate Membership in order to teach.

**VOLUNTEER OPTIONS**

Volunteering at TSV is essential to creating a space where the membership is engaged. Volunteering plays a major role in keeping the centre dynamic and social. Please indicate any area you would like to volunteer at

- MEMBERSHIP       GALLERY INSTALLATION     EVENTS       PROMOTIONS       FUNDRAISING
- WORKSHOPS       OTHER \_\_\_\_\_

**FREELANCE SKILLS**

Trinity Square Video occasionally receives requests from individuals seeking freelance videographers/editors/etc. Are there any professional services that you provide that you would like us to promote on your behalf?

- PREMIERE     FINAL CUT     3D ANIMATION     CODING     VIDEOGRAPHY     INTERACTIVE WEB VIDEO
- MULTIMEDIA INSTALLATION     OTHER \_\_\_\_\_

**I have read and understand the policies on the reverse of this page and agree to abide by them.**

Member’s Signature: \_\_\_\_\_

Member’s Name (please print): \_\_\_\_\_

Photo ID: \_\_\_\_\_

Other ID: \_\_\_\_\_

Trinity Square Video requires two references for membership.

Date: \_\_\_\_\_

Reference #1 Name: \_\_\_\_\_

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

Reference #2 Name: \_\_\_\_\_

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

Please also provide proof of address (phone bill, Government letter, bank statement, etc.). FOR STAFF Confirmed address:

## TRINITY SQUARE VIDEO'S MANDATE & POLICIES:

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Trinity Square Video is a space to reimagine media arts. Founded in 1971, it is one of Canada's first artist-run centres and its oldest media arts centre. As a not-for-profit, charitable organization Trinity Square Video aims to meaningfully engage diverse creative voices through its accessible production, post-production, and exhibition support. Trinity Square Video champions an evolving definition of video by presenting challenging contemporary art that inspires its members and audiences to expand their understanding of media art. We strive to create a supportive environment, encouraging artistic and curatorial experimentation with video that challenges notions of medium specificity and advances media art as a creative discipline.

**1.) EQUIPMENT USE:** All rented equipment will be used solely for productions which conform to TSV's mandate, will not contravene any of Trinity's guiding principles. The member is responsible for the legal use of all TSV equipment, facilities, and materials. The member will adhere to all Trinity's policies regarding the use of TSV equipment and facilities.

**2.) RENTAL COSTS:** All rental costs must be paid in full prior to the member's use of the equipment.

**3.) SECURITY:** During non-business hour bookings of TSV's facilities, the member is responsible in ensuring that TSV is kept secure and that no unauthorized individuals gain access to the building or TSV's facilities. The member is responsible for ensuring that no TSV equipment or materials are removed from the premises without authorization. In the event that a member is issued a key or security pass for access to the building or TSV's facilities and the key or security pass is lost, the member will incur the full cost of replacing keys, locks, security passes or other costs paid out by TSV to maintain security of the building or TSV's facilities. If editing is completed after business hours, the member is responsible for depositing any issued keys/security pass into TSV's key drop box. If the key is returned between 12 noon and 2pm, the member will pay a late charge of \$10 a day.

**4.) CONDITION OF EQUIPMENT:** The member takes full responsibility for ensuring that there are no technical faults or problems with the condition or operation of the equipment prior to removing the equipment from TSV. The equipment must be tested by the member prior to their removing it from TSV's facilities. When the member removes any equipment from Trinity Square Video, it will be assumed that all rented equipment is in good condition and is operating properly.

**5.) INSURANCE:** The member must have insurance coverage for loss, theft or damage of all TSV's rented production equipment. The member must purchase insurance coverage under TSV's policy. The cost of insurance is 15% of the total out-of-house equipment rental charge.

**6.) DAMAGED OR LOSS OF EQUIPMENT:** The member must fully complete a technical fault report in the event of any loss, damage or malfunctioning of equipment incurred during a rental. The member is responsible for all costs incurred by TSV for the repair or replacement, including any out of house rental costs of any equipment lost, stolen or damaged during the rental period. In the event of equipment theft, the member must immediately notify TSV, the Police and, if appropriate, their insurance company. If TSV is required to make an insurance claim on behalf of the member, the member must pay all costs incurred by Trinity, including the total deductible portion of the policy and any amounts not covered under TSV's insurance policy.

**7.) PRODUCTION LOSSES & LIABILITIES:** TSV accepts no liability for production losses due to failure of equipment; for liabilities arising from the members use of the equipment; for any liabilities arising from the nature of member's production; or for any costs of the member's production.

**8.) CANCELLATIONS:** If the member wishes to cancel previously booked equipment without charge, notice must be provided a minimum of 48 hours prior to the time for which the equipment is booked. If notice of cancellation is provided between 48 and 24 hours prior to the booked time, then the member will be charged 50% of the total rental charge for that booking. If the member provides less than 24 hours or no notice of cancellation of a booking, then the member will be charged the full rental cost for that booking.

**9.) PICK-UP / LATE RETURNS:** Equipment is to be returned between 10am and 11am. If the equipment is returned after 12 noon a late charge equal to 50% of the total daily rental cost will be charged. If the equipment is returned after 2pm, the member will pay a late charge equal to the total daily rental cost. Members may pick-up equipment after 11am weekdays. No earlier not unless scheduled. Weekend rentals should be picked-up after 2pm to qualify for the day and a half rate. Equipment picked-up earlier than 2pm on a Friday will result in a two-day charge.

**10.) CREDITING:** The member will include acknowledgement of TSV's support in all production credits, promotional materials and communications.

**11.) CONDITIONS OF FACILITIES:** The member is responsible for ensuring that the facilities used are restored to the original condition at the completion of the booked time. No smoking of anything is permitted in TSV's facilities. No drinking or eating is permitted in edit suites.

## TSV MEMBERSHIP POLICY

In order to become a member of TSV, you will need the following things:

- Two pieces of identification / photo ID (preferably a driver's license and a credit card)
- Two references TSV can contact
- Proof of address (phone bill, government letter, bank statement, tenant lease, etc.)
- Membership fee (either cash, Interac, Visa, MC or cheque payable to Trinity Square video)