

GENERAL STORAGE (N-111)

Office hours: Mon–Thu 9:30–17:00

Rental: Mon–Thu 9:30–12:00 and 14:30–17:00

Booked equipment must be picked up and returned in person.

Contact:

Eduard Leahu, Technician (EN)

eduard.leahu@tlu.ee; equipment storages shared e-mail: bfm-equipment@tlu.ee

+372 515 8693 (outside working hours for emergencies only)

Booking

- Equipment must be ordered through the BFM Webshop at bfm-rental.tlu.ee at least **48 hours** before pickup. Equipment for Monday must be ordered no later than Thursday, and equipment for Tuesday no later than Friday. Please also take public holidays and the summer schedule into account. Where there is a justified need, we will try to make exceptions for documentaries.
- Equipment must be ordered by the person who will use it. For a lecture or workshop, the instructor or a student designated by the instructor may place the order if they take responsibility for the equipment.
- The Notes field can be used to provide any additional information or ask questions.
- The technician will respond to the order as soon as possible. Confirmation of the booking and clarification of details, including changes to the equipment list or rental times, are handled by e-mail, preferably within the same e-mail thread.

Pickup and return

- Equipment must be picked up and returned as agreed. If circumstances cause a delay, the storage must be informed as soon as possible. Shoot cancellations must also be reported.
- Equipment must be picked up and returned by the person who ordered it unless otherwise agreed. After the shoot, the equipment should be packed by the people who unpacked it.
- Equipment can be loaded or unloaded through the back door of the Nova building.
- For security reasons, the first-floor corridor door and the back door of the building can only be unlocked with a key card. Without a card, the storage can be accessed via the second floor.
- The university yard can be accessed through the gate between the Silva and Mare buildings. Pressing the button on the wall of the Mare building allows the front desk personnel or security to open the gate 24/7. It opens automatically when leaving.

Condition of equipment upon return:

- Equipment must be free of dust, mud, snow, and tape residue.
- All cables must be properly wrapped.
- Components of kits must be placed in their designated slots, or the accompanying packing instructions must be followed precisely. If slots have no markings or a kit has no instructions, please check what the kit contains and where each item belongs before use, taking a photo if necessary.
- Batteries should be fully charged whenever possible. The storage is not responsible for battery charge levels.
- Malfunctions, blown bulbs, etc. must be reported when the equipment is returned. Serious malfunctions must be reported immediately. Faulty equipment must be marked with tape, a label, or similar.

The storage reserves the right to impose a fine in cases of serious negligence or delay.