AUDIO/VIDEO EQUIPMENT RELEASE FORM
Please Note: All information must be filled out completely before any equipment will be released.

Name (please print) ___________________________ Student CWID# ___________________________ Phone # ___________________________

Course/Club/Department ___________________________ Instructor/Advisor ___________________________ Instructor/Advisor Signature ___________________________

I have read and understand the equipment loan policy and procedure. I understand that the equipment is my responsibility and I will be accountable for the cost of lost or damaged items while in my possession. I will be charged for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Borrowing privileges may be suspended at any time for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of administration.

Individual Responsible for Equipment (signature required): __________________________________________

Equipment Requested, Please check appropriate box or boxes in the EQUIPMENT section and submit to Media Center staff.

EQUIPMENT: □ Camcorder ________ □ Tripod ________ □ Light Kit ________ □ Reflector ________ □ Scrim/Flag ________ □ C-Stand ________ □ Mic ________ □ Fish pole ________ □ XLR Cable ________ □ Fostex ________ □ Video Projector ________ □ Screen ________ □ Tape Recorder ________ □ Other ________

BARCODE # __________________________________________

EXPECTED RETURN: (SELECT ONE)

□ 24 HOUR ______

□ WEEKEND* ______

□ LONG TERM* ______

*Must Return Monday by 10:00AM

*special permission only

Return Date: ________

Date/Time OUT ___________________________ Staff Signature ___________________________

Date/Time Returned ___________________________ Staff Signature ___________________________

NOTES: __________________________________________

________________________________________

white copy – media center yellow copy - customer