

Digital Media Equipment Loan Form

- Equipment must not be left unattended in an unlocked room, area, or vehicle
- Equipment MAY be recalled if needed for Class/Instructional purposes
- Equipment held BEYOND Specified return date will result in a **HOLD** placed on Student Records

Name		
Telephone	Cell	E-mail
Reason for equipment loan		
Loan time frame		
Location where equipment will be used		
Faculty name	Course # (if applicable)	
Specify pick up date and time of media equipment		Specify return date
Description of equipment borrowed		
1.		
2.		
3.		
4.		
<p>Using additional paper, please TYPE 2 copies of step-by-step media instruction – one copy for the gallery monitors and the other copy for the gallery director. Type instructions in the order listed below. Instructions must be typed in a clear language – monitors will NOT climb the ladder on daily basis to turn ON/OFF media – make sure to set up the media utilizing the remote control. Media can NOT stay ON continually and must be turned off for the night. If you fail to provide these instructions you are responsible to attend to the media for the duration of the exhibition.</p> <p>1. Your name, cell number to contact you if media malfunctions 2. Title of artwork 3. Time frame of exhibition 4. Gallery name 5. Step-by-step description how to turn media ON 6. Step-by-step description how to turn media OFF 7. Additional instructions</p>		

Declaration of Responsibility

I agree to the safekeeping of the items detailed above and to return all items by the date specified. I also acknowledge FULL responsibility of above equipment, INCLUDING full replacement if lost or damaged.

Signed..... O.U. I.D. or S.S. #.....
 (Person borrowing the equipment)