



Bryant
UNIVERSITY

Koffler TV Studio Equipment Sign Out Permission Slip

I understand and agree that film, video, audio, or related equipment or facility use issued to me, or assigned to me for use, is on loan from the Academic Computing and Media Services Department of Bryant University. I agree to observe and abide by all policies and procedures pertaining to use of said equipment and facilities.

The undersigned acknowledges the following:

- I understand that knowingly signing out a piece of equipment I have not been authorized to use or not properly trained on it may result in the temporary or permanent revocation of my loaner privileges.
- I understand that if I am observed or discovered to be using any equipment in an inappropriate manner it may result in the temporary or permanent revocation of my loaner privileges.
- I understand that receiving equipment constitutes an acceptance that I am financially responsible for said facility and/or equipment in the event of loss or damage (including, but not limited to, that resulting from theft, negligence, abuse, or gross misuse) while it is in my possession- this includes concealed or unreported damage discovered after return.
- I understand that equipment returned after the **1 day loan period*** may result in financial penalties and/or temporary or permanent revocation of my loaner privileges.

***Only exceptions to the 1 day policy are for loan periods which do not allow for next day returns- due to the fact that the checkout center is closed. In those cases the equipment is due back the next business day. Other special arrangements need to be made with an authorized Academic Computing & Media Services staff member.**

I release Bryant University from all liability for any technical or logistical issues resulting in incomplete or failed assignments.

I have read the accompanying Policies and Procedures statement, understand it, and agree to all provisions.

Sign Out Form

Spring 2011

(Please return this section only to an authorized Koffler staff member)

(Please print legibly and use ink only.)

Patron Name (Print): _____ Date: ____/____/____

Bryant University E-mail: _____

Student ID #: _____ Local Phone # _____

Signature: _____

I certify that the following student has been trained in all aspects of operation of the field gear they will be signing out this semester.

Professor/Advisors Name (Print): _____ Date: ____/____/____

Bryant University E-mail: _____

Student ID #: _____ Local Phone # _____

Course: _____ Section _____ Semester: _____

If student is not currently enrolled in and academic course please indicate the club, activity, special project or other reason you are signing off on this request: _____

Signature: _____