

# Media Services

## Audiovisual Unit

### Multimedia Equipment Loan Agreement

I \_\_\_\_\_ or the department will be liable in the event of theft, loss or damage of any equipment.

- The User or department is responsible for all equipment loaned to you.
- The User or department is responsible for replacement of theft, loss or damage of any equipment.
- All multimedia equipment is a user to pickup and a user to return. Multimedia equipment is considered laptops, digital cameras, presentation multimedia carts, LCD projectors and sound equipment.
- For orientation on multimedia equipment call 486-0586 to make an appointment.
- Arrangements for weekend use of multimedia equipment need to be made before 4:00 p.m. on Friday. Responsibility and security arrangements will be the responsibility of the user until equipment is returned on the next working day.

_____	_____	_____	_____
User Signature	Department	Phone Number	Date
_____		_____	
AV Personnel	Date		

Please initial here if you wish to keep this form on file for the current semester. \_\_\_\_\_

Notes: To Be Filled Out By Audio Visual Personnel

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