

EQUIPMENT RESERVATION FORM

COLLEGE of
CHARLESTON

INTERNATIONAL AND
INTERCULTURAL STUDIES

I understand that I am responsible for the repair or replacement cost associated with equipment that should become damaged, lost, or stolen while in my possession. I further understand that the standard loan period is 10 days from the time I pick up the equipment and I am obligated to return the equipment in that time frame unless I have secured prior approval for extended time. By submitting this form, I agree to these terms.

Name: *

Department *

Contact Phone: *

Email Address: *

Would you like to receive notification when your reservation is confirmed?

Yes No

Audio Equipment: (check all that apply)

Digital Voice Recorder (Sony)

Visual Presentation Equipment (check all that apply)

Tripod display easel

Easel

Extension cord

Laser pointer

Computer Presentation Equipment: (check all that apply)

Laptop PC (Dell Latitude)

LCD video projector

HD webcam (Live! CAM)

projector screen

Photographic Equipment: (check all that apply)

Digital camera (Nikon CoolPix S6300)

Video Equipment: (check all that apply)

Digital video camcorder

Date(s) Needed:

At least one from and to date is required

From

*

To (where applicable)

*

Time(s): You must designate at least start and end time.

Start Time

*

End Time

*

Room Number:

*

Delivery or Pickup:

Delivery Pickup *

Comments/Questions

If you need technical operating assistance or have additional comments please describe your needs in detail.

- Please make your requests at least 24 hours in advance of the time needed.
- If equipment is reserved for use during any evening classes scheduled after 5 p.m. or on weekends, please return it by the start of the next business day to 9 Glebe, Room 101.
- Departmental multimedia equipment may be used only for approved activities.
- Multimedia equipment may not be taken off-campus without the approval of the Administrative Assistant, Lauren Saulino and the respective Program Director.
- Reservations for the use of equipment for student presentations must be made by their instructors.
- There may be charges for use of equipment, or services for special events, or student organizations. Those wishing to use equipment for non-academic activities may be charged a rental fee.