

Long-Term Equipment Borrowing Application Form

Please complete the following form to apply for a long-term equipment borrowing contract. All fields are required. Incomplete submissions may delay processing.

Note: Applications must be submitted at least 2 days in advance.

Student Information

Name: _____

Student ID: _____

Email: _____

Project Information

Project Title: _____

Project Type: (Please check one)

☐ Class ☐ Signature Work ☐ If other, specify _____

Supervisor: _____

Project Description & Equipment Justification:

(Minimum 100 words)

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Reserved Equipment List

Please list all equipment you intend to reserve for your project:

(Add additional items as necessary)

Shooting Schedule Attachment

Please submit the separate detailed shooting schedule with this application form.

If there are any additional detailed paperwork or schedules, please include them with your submission.

Acknowledgment

I acknowledge that the borrowing dates and equipment allocations will be determined based on the project description, reserved equipment list, and shooting schedule provided in this application. I understand that final approval and all interpretation rights remain solely with the Media Arts Cage.

Signature: _____

Date: _____