

SOUTHEASTERN UNIVERSITY

DEPARTMENT OF MEDIA SERVICES

EQUIPMENT RESERVATION FORM

DATE RECEIVED: _____
RECEIVED BY: _____
DATE ENTERED: _____
ENTERED BY: _____

STUDENT'S NAME: _____	PROJECT NAME: _____
FACULTY SPONSOR: _____ SIGNATURE NEEDED	CLASS: _____
PICK-UP DATE: _____	RETURN DATE: _____
PICK-UP TIME: _____	RETURN TIME: _____

CAMERA PACKAGES

€ DVX-200 ▪ SHOCK MOUNT ▪ XLR ▪ HANDHELD MIC ▪ LAPEL MIC ▪ SHOTGUN MIC	▪ BATTERIES (3) ▪ LIGHT ▪ A/C ADAPTER ▪ CHARGING DOCK ▪ HEADPHONES	€ GH4 ▪ 24MM,35MM, 50MM,85MM,135MM ▪ CAMERA BATTERIES (3) ▪ SMALLHD BATTERIES (2) ▪ ND FILTERS
€ GoPro HERO4 BLACK ▪ WIFI PACK ▪ LCD SCREEN ▪ EXTRA BATTERY ▪ CHEST MOUNT	▪ HEAD MOUNT ▪ SUCTION CUP ▪ ROLL BAR ▪ HANDLE BAR	€ CANON 70D* 18MM-55MM, 70-250MM (FACULTY SIGNATURE) ▪ BATTERIES (2) ▪ CHARGER

*THIS EQUIPMENT REQUIRES SPECIAL PERMISSION FROM A PROFESSOR BEFORE IT CAN BE CHECKED OUT.

ADDITIONAL KITS

€ ARRI LIGHTING KIT ▪ 750W ▪ 650W ▪ 500W ▪ 300W ▪ 150W (2) ▪ STANDS (4)	▪ GLOVES (2) ▪ EXTENSION CORD ▪ SCISSOR CLAMP ▪ C-CLAMP ▪ C-47s (9) ▪ SCRIMS (10)	€ LOWELL LIGHTING KIT ▪ 650W ▪ 500W ▪ 250W (SOFTBOX) ▪ 200W ▪ C-STANDS (4)
€ IKAN HD MONITOR KIT ▪ BATTERY ▪ BATTERY CHARGER ▪ A/C POWER	▪ HDMI CABLE ▪ HOOD ▪ CAMERA MOUNT	€ SHOULDER MOUNT
€ AUDIO KIT € TASCAM DR-40 ▪ HEADPHONES ▪ SHOCK MOUNT	€ ZOOM H4N ▪ BOOM MIC ▪ BLUE XLR	€ TIFFEN FILTERS ▪ ND 0.6 ▪ CIRCULAR POLARIZER ▪ UV PROTECTOR
€ SLIDER KIT* _____ (FACULTY SIGNATURE)	€ 6X6 KIT ▪ SINGLE ▪ DOUBLE ▪ SOLID ▪ SILK	€ 4x4 KIT ▪ SINGLE ▪ DOUBLE ▪ SOLID ▪ SILK

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ADDITIONAL EQUIPMENT

€ LAPEL MIC _____	€ FULL APPLE BOX _____	€ QUAD BOX _____	€ 18x24 SCRIMS _____
€ VINTEN TRIPOD _____	€ 1/2 APPLE BOX _____	€ BLACK XLR _____	FLAG SILK _____
€ BOOM POLE _____	€ 1/4 APPLE BOX _____	€ 6-IN-1 REFLECTOR _____	SINGLE DOUBLE _____
€ CF CARD _____	€ 1/8 APPLE BOX _____	€ LIGHTING GELS _____	€ 24x36 SCRIMS _____
			FLAG SILK _____

POLICY AGREEMENT

- ONLY COMMUNICATIONS MAJORS AND MINORS CAN RESERVE EQUIPMENT.
- FILLING OUT THIS FORM DOES NOT GUARANTEE THAT THE EQUIPMENT WILL BE AVAILABLE ON THE DATE(S) OR TIME(S) REQUESTED. CONFIRMATION VIA EMAIL WILL BE SENT CONFIRMING THE RESERVATION.
- RESERVATION FORMS NEED TO BE SUBMITTED NO LATER THAN 12:00PM OF PICK-UP DATE.
- THE STUDENT WILL BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE EQUIPMENT WHILE UNDER THEIR CARE.
- EQUIPMENT NOT PICKED UP AT DESIGNATED TIME WILL RESULT IN A CANCELLATION OR A 2HR DELAY.
- FINES WILL BE ISSUED FOR LATE, DAMAGED, OR LOST EQUIPMENT.
- CAMERA EQUIPMENT WILL BE CHECKED FOR DAMAGE BY STUDIO WORKERS WITHIN 24 HOURS AFTER RETURN.

STUDIO FINES

FINES CAN BE ISSUED FOR THE FOLLOWING:

1. LATE RETURN: \$10 PER HOUR. FINES WILL BEGIN TO INCUR 30 MINUTES AFTER THE SCHEDULED RETURN TIME.
2. LOST & DAMAGED ITEMS: ANY ITEMS NOT RETURNED DUE TO LOSS WILL INCUR A FINE EQUAL TO THE COST OF REPLACING THE LOST/DAMAGED ITEM(S). WHETHER IT IS ACCIDENTAL OR DUE TO NEGLIGENCE. THE STUDIO MANAGER WILL PROVIDE INFO THAT INDICATES THE COST OF THE LOST ITEM(S). A 12 HR. GRACE PERIOD WILL BE GIVEN TO STUDENTS TO LOCATE LOST ITEM(S).
3. INCOMPLETE PACKING: ALL ITEMS/KITS MUST BE CLEAN (FREE FROM ALL DIRT, DUST OR DEBRIS) CABLES WRAPPED PROPERLY, ETC. ANY ITEMS NOT PACKED PROPERLY OR DIRTY MUST BE RE-PACKED OR CLEANED BY THE STUDENT IN ORDER TO AVOID A FINE.

€ SD CARD — € SANDBAGS —
€ DSLR PLATE € C-STANDS

SINGLE DOUBLE

SIGNATURE: _____ DATE: ____/____/____

E-MAIL: _____ CELLPHONE: _____

OFFICE USE

CHECK OUT

PICKED UP DATE: _____ PICKED UP BY: _____

CHECKED BY STAFF: _____

€ EVERYTHING ACCOUNTED FOR

STAFF SIGNATURE: _____ STUDENT SIGNATURE: _____

CHECK IN

RETURNED DATE: _____ RETURNED BY: _____

CHECKED BY STAFF: _____

€ EVERYTHING ACCOUNTED FOR

STAFF SIGNATURE: _____ STUDENT SIGNATURE: _____