



JAMM Audio/Video Equipment Check Out



Name: _____ JAMM _____ (class #)
 Phone: _____ E-mail: _____
 Date/day requesting (now): _____ Time requesting (now): _____
 Date/day you will check out (pick up): _____ Time checking out: _____
 Date/day returning: _____ Time returning: _____

EQUIPMENT	ITEM REQUESTED	ITEM ISSUED	ITEM RETURNED
Camera			
• Canon Elura			
• Canon GL2			
• Sony HDV FX1			
• Sony HDV FX1000			
• Sony HDV Camcorder			
• Canon HDV Camcorder			
Mini Disc Recorder			
Flash Recorder			
Lighting Kit			
Battery			
Tripod			
Monopod			
Headphone			
Microphone			
• Stick			
• Lav			
• Shotgun			
• Boom pole			
Windscreen			
Fig Rig			
Cables			
Other equipment			

Notes: _____

1. I understand that by signing this form I accept full responsibility for the care and safe return of this equipment.
2. I understand that I am financially responsible for lost or damaged equipment and that I will be charged accordingly should loss or damage occur.
3. I understand this equipment is due within 24 hours of when I checked it out.
4. If I do not return items when they are due, I may be denied further equipment reservations.
5. School of Journalism and Mass Media equipment and facilities are for use only by students registered in JAMM audio/video production courses in a given semester. Permission for use of equipment and facilities will not be granted to any other parties. JAMM equipment and facilities are to be used by registered students only for work assigned in those audio/video production courses. No outside work or personal projects are allowed.

 Student's signature

 Equipment manager's signature

Equipment checked in by: _____

Notes: _____