

Equipment Borrowing

Approve

Application Form

Disapprove, Reason _____

Club / Organization _____ Name _____ () Class _____

E-mail address _____

Date of borrowing _____ - _____ - _____ (Date-Month-Year)

Purpose of borrowing:

For recording (Event: _____)

Others: _____

Options

Recording by Campus TV [No. person(required): _____]

Editing by Campus TV required

Others: _____

I have read and agreed with the regulations of equipment borrowing. *(printed at the back of this form)*

Applied by _____ (Teacher-in-charge)

Approved by _____ (Teacher Adviser) Date _____

or _____ (Chairperson) Date _____

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Regulations of equipment borrowing

1. This form should be handed in 10 school days before date of borrowing.
2. This form was forced by the “Equipment Borrowing Procedures” regulations document.
3. All equipments MUST be returned to Campus TV Room by 17:00.
4. Unless permission is granted by the Campus TV Team Teacher Adviser, equipments are NOT ALLOWED to be borrowed overnight.
5. Application form can be written either in Chinese or English.
6. Before submitting the application to the Campus TV Team Teacher Adviser or Chairperson for approval, the “Applied by” entry should be **signed by the teacher-in-change**.
7. Submit this form to the Campus TV Team Teacher Adviser or the Campus TV Chairperson or student on duty in Campus TV Room.
8. Usually, applications will be granted; however, due to special reasons, the Campus TV Team has the right to reject applications.
9. All equipments MUST be examined before checking out. Upon returning the equipment(s), if there are any damage with it/them, the borrower should be responsible for the damage.

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