Equipment Reservation Form

All fields must be completed in order to obtain equipment.

Today's Date _____ Program/Dept. _____

Student/Alumni ID # _____ Current Class _____

First Name _____ LMW group name _____

Last Name _____ Pick up Date/Time _____

Day time phone _____ Return Date/ Time _____

Email _____ Studio/Location _____

Person Room is Booked To_____

School: Ex'pression ☐ SAE ☐

Check one: Student ☐ Staff ☐ Instructor ☐ Alumni ☐

Qty	Item	Instrument	Substitute

Signature:_____

Special Approval (C300, Lenses, Instruments, etc.)_____

Equipment Manager:_____

Reservations are always due 24 hours in advance. Weekend reservations are due by Friday at noon.