

OFFICIAL REQUEST: For use of equipment/camera

I would like to request permission to use the following equipment from the Office of Administrative Services and Marketing

- Nikon Camera
- Camera lens
- Lens cap
- Memory card (4gb or 8gb)
- Camera Bag
- Other. Please explain: _____

The equipment will be used for the following purpose:

The equipment will be used on the following date(s): _____

I agree to pick up the aforementioned equipment on: _____ at _____
(please indicate time) (please indicate date)

I agree to return the aforementioned equipment to the on: _____ at _____
(please indicate time) (please indicate date)

I, _____, the undersigned, understand that this equipment is the sole property of the **Office of Administrative Services and Marketing**. If the equipment, or any portion of the equipment, is lost or damaged, I accept full responsibility for its replacement, repair or reimbursement, as determined by the Office of Administrative Services and Marketing

Borrower's Name: (Please print) _____

Email: _____ Telephone: _____

Address: _____

Student organization, club, or office affiliation: _____

Borrower's Signature: _____ Date _____

All request must be approved by the Department Head before submitting to the Office of Administrative Services and Marketing.

Name of Director/Department Head: (Please print) _____

Email: _____ Telephone: _____

Signature of Department Head (i.e. director): _____ Date: _____

Please submit this form via email to *studentmkt@nova.edu* or drop off to the Office of Administrative Services and Marketing **at least one week before the date of equipment pickup**, so we can let you know of availability. You will then receive and email confirmation from us. Please contact *studentmkt@nova.edu* regarding this request.