

**SCHOOL OF THEATRE AND ENTERTAINMENT ARTS
EQUIPMENT BOOKING FORM**

General Information					
Name of User:			Student No.:		
Department:		Year/Level:		Contact No.:	
Booking Purpose and Location of Use:					
<i>Please ✓ in the appropriate box and specify the title of course/project/productions below</i>					
<input type="checkbox"/> Course:			<input type="checkbox"/> Production:		
<input type="checkbox"/> Projects:			<input type="checkbox"/> Others:		
Location of Use:					
Booking Period					
Pick-up		Student's Signature	Return		Student's Signature
Date:	Time:		Date:	Time:	
Instructions <i>(To be completed by Office)</i>			Instructions <i>(To be completed by Office)</i>		
Equipment Required: <i>Please select the equipment and write the quantity required below</i>					
Equipment	Qty	Equipment	Qty	Equipment	Qty
Projector		Slide Projector		Overhead Projector	
DVD Player		VHS Player		CD Player	
TV Monitor		Whiteboard		Speakers	
Screen		Microphone Set		Notebook Computer (PTO)	
Digital Video Camera (PTO)		Digital Still Camera		Tool Box (PTO)	
Markup Kit (PTO)		Chair		Table	
Camera & Accessories (PTO)		Others: (Please specify)			

Terms and Conditions:

1. Forms should be completed and return to the Department/Office concerned at least 3 days in advance to the requirement date.
2. Any cancellation must be reported one day prior to the requirement date.
3. Students must obtain prior approval from the teacher concerned.
4. Students should observe the pick-up and return instructions stated above (if applicable).
5. Each student assumes FULL RESPONSIBILITY for loss of or damage to School Equipment they have signed out. The student may be subject to disciplinary actions and may be fined and/or charged for replacement cost or a percentage of the repair or replacement cost of the equipment for any damage to or loss of the equipment borrowed.
6. All missing or damaged items must be reported to the Department/Office concerned immediately and a damage/loss report must be submitted by the user to relevant faculty/staff as soon as possible.
7. Any student returning equipment past the allocated time period may be required to pay a fine.
8. The policy and procedures for borrowing School Equipment by a student are governed by the Rules and Regulations as stipulated in Paragraphs 13.6-13.8 of the TEA Student Handbook (Full Version).

I have read and understand the policy and procedures for borrowing the specified school equipment. I hereby agree to comply with the Terms and Conditions as stated.

Student's Signature: _____

Date: _____

For Office Use		
Faculty Approval: <i>(To be signed by supervisor/faculty concerned)</i>		
Teacher:	Signature:	Date:
Check Out and Check In Record <i>(To be completed by officer in charge)</i>		
Checked out by	Signature:	Date
Checked in by:	Signature:	Date:

Notebook Computer & Accessories Checklist

Notebook Computer	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	AC Adaptor	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
VGA Cable	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Apple VGA Adaptor	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
Mini-jet Cable	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Remote Control	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
Network Cable	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Brief Case	OUT <input type="checkbox"/>	IN <input type="checkbox"/>

Digital Video Camera Recorder & Accessories Checklist

Camcorder & Battery Pack	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	A/V Connecting Cable	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
Remote Control	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Lens Cap & Hood	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
AC Power Adaptor	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Operation Instructions	OUT <input type="checkbox"/>	IN <input type="checkbox"/>
Floppy Disk Adaptor	OUT <input type="checkbox"/>	IN <input type="checkbox"/>	Camera Bag	OUT <input type="checkbox"/>	IN <input type="checkbox"/>

List of Items in Tool Box

Pick-up	Return	Tools	Brand & Make
<input type="checkbox"/>	<input type="checkbox"/>	1 x Hot melt glue gun	GG-5, 100-240V, made in Taiwan
<input type="checkbox"/>	<input type="checkbox"/>	1 x Spare glue stick	diameter 7mm x 12 cm long, Small size
<input type="checkbox"/>	<input type="checkbox"/>	2 x Hand saw (16", 20")	SANAVIK F98-16-F6/7, X97-20-VG/7
<input type="checkbox"/>	<input type="checkbox"/>	1 x Measuring tape (15m)	SUNLON, 15m/50 ft
<input type="checkbox"/>	<input type="checkbox"/>	1 x Measuring tape (5m)	BOSS, 5m/16 ft
<input type="checkbox"/>	<input type="checkbox"/>	1 x Staple gun	MAX, TG-A
<input type="checkbox"/>	<input type="checkbox"/>	1 x Staples (1,000 pieces)	MAX, T3-10MB, 12mm x 10mm
<input type="checkbox"/>	<input type="checkbox"/>	2 x Screwdriver	SUNFLAG, 6 x 100mm, 2 x 100mm
<input type="checkbox"/>	<input type="checkbox"/>	1 x Wire cutter	TOPMAN, 4mm
<input type="checkbox"/>	<input type="checkbox"/>	2 x Gilbow metal snips (8", 10")	RECORD TOOLS, G245/8, G245/10
<input type="checkbox"/>	<input type="checkbox"/>	2 x Hammer (round, pointed)	GOLDEN GEAR, DIAMOND BRAND
<input type="checkbox"/>	<input type="checkbox"/>	1 x Hammer (goat horn)	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Side cutting pliers	KEIBA, 175mm
<input type="checkbox"/>	<input type="checkbox"/>	1 x Radio pliers	THREE PEAKS, 150mm(6)
<input type="checkbox"/>	<input type="checkbox"/>	1 x Strait line chalkline	IRWIN, made in USA
<input type="checkbox"/>	<input type="checkbox"/>	1 x PVC insulating tape	TOYO 0.008" x 3/4" x 10yds
<input type="checkbox"/>	<input type="checkbox"/>	1 x Nails (assorted)	2.5cm, 3.5cm, 6.5 cm long
<input type="checkbox"/>	<input type="checkbox"/>	1 x Sand paper	DRAGONFLY121, P80
<input type="checkbox"/>	<input type="checkbox"/>	2 x Carpenter pencil	STAEDTLER 148 25
<input type="checkbox"/>	<input type="checkbox"/>	2 x Cutter	Large, Small
<input type="checkbox"/>	<input type="checkbox"/>	1 x Adjustable wrench, 200 mm (8")	SEARS
<input type="checkbox"/>	<input type="checkbox"/>	1 x Adjustable wrench, 6"	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Combination Square	UNITEK, Model 240IM
<input type="checkbox"/>	<input type="checkbox"/>	1 x Saw for metals	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

List of Items in Makeup Kit

Pick-up	Return	Description	Pick-up	Return	Brand/Make
<input type="checkbox"/>	<input type="checkbox"/>	1 x Pencil sharpener	<input type="checkbox"/>	<input type="checkbox"/>	6 x Cream Blend Stick Make Up, colors:
<input type="checkbox"/>	<input type="checkbox"/>	1 x Eyebrow brush			silver, white, alabaster, soft beige (TV4),
<input type="checkbox"/>	<input type="checkbox"/>	1 x Powder brush			Bronzed tan (TV10), med. dark olive (OS8),
<input type="checkbox"/>	<input type="checkbox"/>	2 x Stipple sponges	<input type="checkbox"/>	<input type="checkbox"/>	BN Rainbow Wheel (shado-liners) 6 colors
<input type="checkbox"/>	<input type="checkbox"/>	2 x Sponge puff	<input type="checkbox"/>	<input type="checkbox"/>	1 x Loose face powder, Light
<input type="checkbox"/>	<input type="checkbox"/>	1 x Velour powder puff	<input type="checkbox"/>	<input type="checkbox"/>	2 x Full size pressed powder blushers, TC, C
<input type="checkbox"/>	<input type="checkbox"/>	6 x Brushes, # 310, 312, 314, 316, 318, 320	<input type="checkbox"/>	<input type="checkbox"/>	1 x Dark skin shading, Joe Blasco
<input type="checkbox"/>	<input type="checkbox"/>	1 x 7" black pencil liner, Mehron	<input type="checkbox"/>	<input type="checkbox"/>	1 x Lip rouge, Mehron, medium/M
<input type="checkbox"/>	<input type="checkbox"/>	1 x 7" brown pencil liner, Mehron	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Spirit gum w/brush, Mehron 118A	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Spirit gum remover, Mehron 143P	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Hair white w/applicator, Mehron 119	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Makeup remover lotion, Mehron 99P	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Modeling putty/wax, Mehron 140C	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Stage blood, Mehron 152P	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Colorset powder, Mehron 135	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	1 x Clown white, Mehron 130	<input type="checkbox"/>	<input type="checkbox"/>	