

COM Equipment Booking Form

Section I: (To be completed by student/staff)

Name of Borrower : _____ Student / Staff No. : _____
 Contact No. : _____ Email : _____
 Programme / Cohort : _____ Course : _____
 Reasons : _____

Equipment items to be requested:

- | | |
|---|--|
| 1. <input type="checkbox"/> SONY HDR-XR-550E (S/N: _____) | 2. <input type="checkbox"/> Canon 600D Kit (32GB) (S/N: _____) |
| 3. <input type="checkbox"/> SONY HDR-CX-700E (S/N: _____) | 4. <input type="checkbox"/> SONY VCT-R640 Tripod (S/N: _____) |
| 5. <input type="checkbox"/> SONY HCM-HW2 MIC (S/N: _____) | 6. <input type="checkbox"/> YongNuo MC-36C Timer (S/N: _____) |

Other Items :

- | | |
|--|--|
| 1. <input type="checkbox"/> _____ (S/N: _____) | 2. <input type="checkbox"/> _____ (S/N: _____) |
| 3. <input type="checkbox"/> _____ (S/N: _____) | 4. <input type="checkbox"/> _____ (S/N: _____) |

Section II: (To be endorsed by COM full-time teaching staff)

Name of Staff : _____
 Date : _____ Signature : _____

Section III: (To be completed by technical staff)

Borrow Date : _____ Handled by : _____
 Due Date : _____ Extension : _____
 Received Date : _____ Received by : _____

Name of technical staff with COM Chop

Section IV: Borrower Declaration

- I certify that all the items in the package working properly.
- I accept and will follow all the regulations and responsibilities indicated overleaf.

Signature:

Name

Date

Should you have any queries, please contact COM Technical Support Office at 3442 7770 or email comhelp@cityu.edu.hk

** Please complete the form in English.**

Equipment Booking Guidelines

Department of Media and Communication

Eligibility and Policy

- All full-time COM students are eligible to borrow the equipment for course related activities.
- Student must complete the Equipment Booking Form which can be downloaded from the Department Website (http://com.cityu.edu.hk/COMDOC/facilities/Equipment_Booking_Form.pdf).
- The completed booking form must be endorsed by a full-time teaching staff in COM and submitted to the Technical Support Office at least 1 business day in advance.
- Students are allowed to keep the equipment for 7 calendar days, with an optional one-time extension period up to 7 calendar days.
- Request for extension is subject to equipment availability. Student will be able to extend his or her check out period if there is no other student on the waiting list.
- Each student is not allowed to keep more than one set of the same equipment at any given time.

Important Points about Equipment

- Each production course is supported by specific equipment. Each crew is guaranteed a standard package specifically designed for their classes.
- Standard packages are the maximum equipment allotment. However, these packages do include pre-approved extras and substitutes based on availability.
- Items can be added or dropped from the standard package by contacting the Technical Support Office upon request in advance.
- Equipment packages cannot be split between two crews.

Equipment Checkout Procedure

- You must have a valid CityU ID card to checkout equipment and you must be the person who has made reservation.
- The person who signs the request form will bear sole responsibility for the equipment. For crew projects, the crew is jointly responsible for the equipment.
- Students should make sure that the equipment is in good condition before signing the check-out form. If you do not check the equipment at the time of check-out, and it is found broken upon return, no matter the equipment is damaged by your group or not, you are responsible for the cost of its repair or replacement.
- Be careful with cables. Avoid bending, or winding too tightly, as wires may break inside the insulation. The same damage occurs if cables are stepped on, or slammed by doors.
- Unless upon direct request by a full-time COM faculty member, students are not allowed to check out any equipment after 18:00 during Mon-Fri and on weekends.

Equipment Check-in Procedure

- The person who signs the checkout form must return the equipment in person. For crew projects, the crew is jointly responsible and should all be present during check-in if possible.
- Format the memory and remove all tapes from the equipment and cases.
- Clean and pack all equipment and cases neatly.

Penalty

- Students will receive penalty points for each violation of equipment booking, check-in, and checkout procedure.
- The number of points will depend on the severity and seriousness of the violation.
- When the total number of penalty points reaches 12, the equipment borrowing privilege will be revoked until the following school year.

Penalty points

Not show up for the booking:	-----	3 points
The first 2 days of overdue:	-----	2 points per calendar day
From the 3rd day onward:	-----	4 points per calendar day
Missing item:	-----	6 points per item + the cost of the replacement
Damage camera:	-----	8 points + the cost of the replacement
Lost camera:	-----	10 points + the cost of the replacement

** Please complete the form in English.**