



Biola University Production Center Equipment Checkout Extension Request Form

The standard practice of the Production Center is to allow students to check out equipment for one working day. Normally equipment checked out Monday-Thursday evening is due the next afternoon and equipment checked out on Friday is due Monday afternoon. This arrangement supports the vast majority of equipment access needs for student projects. In addition, students have the option of renewing equipment on a day-to-day basis if no other student has the equipment reserved.

Occasionally, a student has a compelling situation that requires having equipment longer than a one working-day checkout. Use this form to request a checkout extension. Extensions are granted for extensive travel, unique shooting schedules, large-scale productions, etc. They are not granted for reasons of personal convenience or for small productions. Describe the project by completing the following information:

_____ Working Title or Class _____ Instructor

_____ Number of CMA/JIM Majors Involved _____ Number of Other Crew Members

_____ Requested Checkout (Day of the Week, Date, Time) _____ Requested Check In (Day of the Week, Date, Time)

I am requesting an equipment extension for the following reason:

- The location is out-of-town, and it is not possible to travel there and back in one day.
Location: _____ Miles from Biola: _____
- The scheduled shooting time will not allow the return of equipment by the time it is normally due.
Location: _____ Strike time: _____
- This is a large-scale production. Setup, shooting, and striking will take longer than one working day.
- Other: _____

_____ Name _____ Student ID Number

_____ Phone _____ E-mail

_____ Signature _____ Date

OFFICE USE ONLY	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
_____ Signature of Production Center Manager for Approval	_____ Date