



# Biola University Production Center

## Learning Project Authorization Form

Use this form to request free use of Production Center equipment for a project that is not for a course requirement but that you believe will be a worthwhile learning experience for you. It will be granted if (1) the learning experience will outweigh the wear and tear on equipment and facilities, (2) you are not receiving money for the project, (3) you are a current CMA or JIM major, (4) the subject matter is consistent with Biola’s policies, and (5) you **include a list of all items you wish to checkout for your project** with this form. Please include a full equipment list with this form.

Name	Student ID Number
Phone	E-mail
Dates you expect to begin and complete the project	Are you currently a CMA or JIM major?

\_\_\_\_\_  
List other students who will be involved

Project description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you expect to learn?: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the above is true. I further realize that because Biola is supported by donations, it would be illegal for me to profit financially from the project and that it will therefore become the property of Biola University. I will place a Biola copyright notice—*Copyright [year] Biola University*—on the project.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**OFFICE USE ONLY**

Approved

Denied

\_\_\_\_\_  
Signature of Production Center Manager for Approval

\_\_\_\_\_  
Date