

Department of Mass Communication

Student Service Center

Equipment Checkout Office

Media Center 005

410-704-4917

mcomavcheckout@towson.edu

*Media Technology Equipment Checkout Agreement*

*NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(Last (First)*

*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Cell Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt. Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*TUID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Towson* *Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@students.towson.edu*

*MCOM COURSE and TITLE*

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 *BY SIGNING THIS AGREEMENT, I AGREE TO THE FOLLOWING:*

*I understand that all related MCOM media equipment are property of Towson University and are on loan to me to use for faculty approved projects as part of my course assignments only.*

*Using Towson University’s equipment for personal use or gain is prohibited*

*I agree to observe and abide by all rules, policies and procedures stipulated in the Media Technology Checkout Policies and Procedures.*

*I understand that I will only be able to checkout equipment using a valid Towson University ID*

*I understand that I will be charged a monetary fee if I am late returning borrowed equipment or leave borrowed equipment unattended. I am financially responsible for borrowed equipment in the event of loss, theft or damage while it is in my possession.*

*I release Towson University, MCOM Student Service Center, its employees and associates from all liability or damage to my video or audio assignments.*

*I guarantee that all information provided on this agreement is current and valid and that if the above information should change, I will notify the MCOM Checkout office within 24 hours.*

*I have read, understood and agree to this rental agreement and have received a copy of the Media Technology Checkout Policies and procedures.*

*STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_*

*INSTRUCTOR APPROVAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please turn this agreement into the MCOM Student Service Center (MC 005). This form must be on file with signatures before equipment can be rented.*