

# Centre for Intelligent Antenna and Radio Systems

## Borrowing Request Form

*Project Title:*

Request # (CIARS use only):

*User (full name):*

*User ID #:*

*Affiliation:*

*Supervisor:*

*Email:*

*Planned start date*

*Estimated end date:*

### **Equipment Details**

- *Equipment name:*
- *Intended location for borrowing period:*
- *Purpose of use:*

I, the USER, understand that I must use CIARS equipment and facilities responsibly, and will report any damage or incidents. I acknowledge that I have received sufficient training to use this borrowed equipment, or that I will have done so prior to the planned start date. I will ensure the equipment is returned in its original condition by the estimated end date, unless an extension is granted by CIARS.

*\*Reservations require at least 72 hours' notice to ensure all relevant resources are available and ready for use.*

*Borrowing Request Forms will be reviewed in tandem with Supervisory Approval Forms.*

Request submission date:

CIARS approval date: