FEDERATION OF STUDENTS A.V. AUTHORIZATION FORM

Submission of Form: Bring this form, signed by Feds, at least 2 full business days in advance of the time when the equipment is to be picked up to ITMS Equipment Loans (MC-1088). Earlier consultation with ITMS staff will help you get what you need.

Equipment Pick Up: ONLY between 3:00 pm and 4:00 pm, on the afternoon preceding the event. ONLY those named on this form may pick up equipment AND must show a current WatCard to ITMS Staff.

Equipment Use: Failure to comply with the items in this section is cause for termination of audio-visual equipment for your club.

- Keep all equipment overnight or when not in use at the 24 hour Turnkey desk in the Student Life Centre. Never move equipment off Waterloo campus and never store it in a car.
- Repair or replacement costs for equipment will be reimbursed by the Club using the equipment.
- The club bears full responsibility for the safe return of equipment and for the safety of its users and participants in the club’s event(s). Users should ask ITMS staff for usage and safety instructions at or before pickup time especially if they have not previously used the equipment.
- The equipment is to be returned no later than 9:00 A.M. the next business day and in similar condition to how it was received. A $50 per day late fee will be charged to the club if late.

Fees: Portable AV equipment, picked up and returned to MC-1088, as noted above, is provided as a courtesy to Feds clubs at no cost for usage (damage or loss excepted.)

- If admission to an event is being charged by a club our standard equipment rental fees will apply.

E-Classroom projectors & podiums: NOTE: Booking a room does not include AV equipment in the room.

THE FEDERATION OF STUDENTS AUTHORIZES THOSE NAMED BELOW TO BORROW THE FOLLOWING EQUIPMENT:

(1) Name: ___________________ Phone: ___________ Email: ____________________
(2) Name: ___________________ Phone: ___________ Email: ____________________

OPERATING ON BEHALF OF THIS CLUB AND EVENT:

Club name: ___________________ Event Location: _______________ Event start time: _________
Event name: ___________________ Event Date: _______________ Event end time: _________

REQUESTING THE FOLLOWING EQUIPMENT / SERVICES.

[ ] Portable Screen [ ] Video Camera
[ ] Portable Data Projector * [ ] Tripod
[ ] Wired Microphones [ ] Other:
[ ] Speakers

* If the Data Projector is being used for a “movie night”, additional conditions apply. You will be required to have copyright clearance sorted.

X _____________________________ ___________ 2017
Authorization Signature of General Office Date Authorized Federation of Students Stamp

Last Revised September 2018