



MEDIA CHECKOUT PERMISSION FORM
 Art + Design CxC Studio, Louisiana State University
 Needed by Coordinator: Vincent A. Cellucci: vcellu1@lsu.edu

Name: _____ Date: _____

Department/Major: _____ Instructor/Professor: _____

Course Number and Title: _____

Standard Equipment: HD Camcorders, DSLRs, GoPro, audio (shotguns, lavs, field mics), support (i.e., tripods, mounts), and accessories

Pro Equipment

Light Kits* ProLavs + XLRs* Panasonic AF100* Panasonic HMC150* Canon Pro Lenses* Redrock Rig*

Scarlet RED Kit** 3D Scanner and Laptop**

**Asterisk denotes item needs to have a signature from a full-time faculty member in the digital art concentration.*

***Signature from professor, coordinator, and insurance suggested*

Description of technology's necessity for project (application, size, scope, requirements, etc.):

I accept responsibility for using and returning the all equipment loaned from the Louisiana State University's Communication across the Curriculum (CxC) Art + Design Studio (104A) for use on or off campus. I acknowledge I will use the equipment properly and it was loaned to me with all the components. Failure to return each component before it is due in a clean, orderly and working condition due to loss, theft, damage, negligence or any other reason will result in penalties ranging from loss of checkout privileges to fines equivalent for full replacement. I understand that any charges assessed will be reflected on my LSU fee bill, with prompt payment due.

I understand some equipment checkouts have eligibility requirements based on class enrollment, status, written special permission form, reservation priority or other prerequisites. I understand that it is my responsibility to only take possession of equipment I am eligible to check out and to report accurate information related to my eligibility to CxC staff.

Signature(s)

Student: _____ Date: _____

Instructor/Professor: _____ Date: _____

Coordinator: _____ Vincent Cellucci Date: _____

Contact Information (please print)

Name: _____ Email: _____

Phone Number: _____ LSU ID# _____

Current Address: _____

City: _____ State: _____ Zip: _____

Insurance Policy Name and #: _____

** It is recommended students purchase insurance from someone like collegestudentinsurance.com to protect against breakage or theft. Total RED kit replacement cost is \$15,000 not including lenses, audio equipment, or supports.*

For Departmental Use:	
Received by: _____	Date: _____
Posted by: _____	Date: _____