

### **SAMU Clubs TV/Equipment Booking Process and Equipment Booking Form**

- The TV/Equipment must be booked at the SAMU City Center Campus front reception desk (7-292), no later than one business day prior to use.
- The TV/Equipment must be returned by 4:30 p.m. to the SAMU City Centre Campus front reception desk.
- If the club wants to use the TV/Equipment outside for regular business hours (8:30 to 4:40pm), members are responsible for arranging this with the Club Department staff.
- An Equipment Booking Form must be completed and signed by a club member at the time the booking request is submitted. The club member picking up the equipment must provide student ID.
- A club is only permitted to book and use the Club Departments TV for up to three hours per day, to a maximum of eight hours per week.
- A club is only permitted to book and use our sound system for up to 8 hours per day for a maximum of three days in a week.
- The TV/Equipment is not available to be booked on SAMU Club Days or SAMU Club promotional days.
- The Department reserves the right to decline a TV/Equipment Booking request if the equipment is required for other club department activities.
- If you have any questions, contact the Clubs Department Staff.



**Equipment Booking Form**

Name: ..... Club Name: .....

Email: ..... Cell Number: .....

Student ID: .....

Date and Time of Booking: .....

Equipment Item:	Unit Number:
.....	.....
.....	.....
.....	.....

Specified return date and time: .....

**PLEASE NOTE: Equipment must not be left unattended or be removed from CCC.**

**Equipment Liability Waiver**

I, \_\_\_\_\_, agree to the safekeeping of the equipment detailed above and to return all items on the date specified. I assume full responsibility for any loss, damage, or theft that occurs while any Students' Association-owned equipment is on loan. All items must be returned in good condition. Failure to do so will result in a claim from the clubs department for reimbursement of associated cost or any reasonable costs incurred by SAMU.

**Late Fee:** Failure to return TV by 4:15pm on the booking date will result in a \$50.00 late fee, that will immediately be deducted from the club account.

**Signed:** ..... **Print Name** .....

**SAMU Signature:** ..... **Print Name** .....

**Office use only**

**I confirm that the above item(s) have been returned in a satisfactory condition.**

Signed: .....