



# St. Thomas College of arts & Science

## School of Media Studies

Koyambedu, Chennai -107

### STUDIO / AV ROOM / EQUIPMENT BOOKING APPLICATION

Date of Booking: / /20\_\_

**Requirement:** STUDIO/AV ROOM/EQUIPMENT | **Required From:** / /201\_; \_\_\_ am/pm | **To:** / /201\_; \_\_\_ am/pm

**Applicant Name :** (1) \_\_\_\_\_ Mobile No: \_\_\_\_\_ Reg. No: \_\_\_\_\_

(2) \_\_\_\_\_ Mobile No: \_\_\_\_\_ Reg. No: \_\_\_\_\_

**Class:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name of the Faculty i/c :** \_\_\_\_\_

**Name of the Program/Assignment:** \_\_\_\_\_

Photographer with a camera is needed: YES / NO

**Applicant Signature:** (1) \_\_\_\_\_ (2) \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FACULTY REMARKS & SIGNATURE

#### HEAD, SCHOOL OF MEDIA STUDIES

I have received the above mentioned equipment/s in the above mentioned condition and will be responsible for returning the same in the same condition for the duration for which has been borrowed from the Department.

Lab i/c Remarks & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Note:**
1. The Lab/Studio/AV Hall utility will be permitted only after getting permission from the concerned Faculty & HOD.
  2. All should be booked at least 2 days in advance.
  3. Check the condition of the Equipment/Accessories before receiving and should reported to the concern.
  4. The user/borrower is responsible for the loss/damage of the Equipments and Accessories when under his/her custody
  5. AV Hall is only available between 10.30 am to 12.30 pm on all class working days. Head, School of Media Studies reserves the rights on booking.



LAB / DEPARTMENT COPY



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