

HONG KONG BAPTIST UNIVERSITY
MA IN INTERNATIONAL JOURNALISM STUDIES PROGRAMME
EQUIPMENT BOOKING FORM

=== journals@project.hkbu.edu.hk ===

Conditions of Use:

1. Equipment should be used for academic work required only.
2. Maximum loan period is FOUR days.
3. Users should examine the condition of the loan items before collecting. If any equipment is damaged, users are liable to be charged for the loss or damage to the items while they are on loan to them.
4. Users who wish to borrow equipment are responsible for its collection and return. All loan items must be returned by the due date within office hours. Users should check out equipment in person
5. Failure to return any loan items before the due date without acceptable reasons shall be subject to a penalty.
6. The booking form should be submitted at least ONE day in advance via email.

Name of Applicant: _____ Student No.: _____

(Same as student ID)

Concentration : MAIJS / BFJ / BJ / IJ / CJ / FJ Contact No.: _____

Course : _____

Purpose : _____

Use Period : ____ / ____ / ____ to ____ / ____ / ____ = ____ day(s)
dd mm yy dd mm yy

Equipment to be used: [] with HOYA UV filter and battery charger

Digital Camera Model No.: _____ (_) Recorder Model No. : _____ (_)

Tripod Model No.: _____ Microphone Model No. : ATR3350 _____

Other _____ MKE400 _____

■ I hereby declare that I accept and follow the above regulations and responsibilities. I also certify the information given in this booking form is correct.

_____ **Signature of Student**

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Equipment Returned at ____ : ____ am/pm on ____ / ____
dd mm

_____ **Signature of Student**

FOR OFFICE USE ONLY

Handled by : _____ Date returned : _____

Follow-up : _____ Remarks. : _____