

# MEDICAL UNIVERSITY OF SOUTH CAROLINA

## AV Equipment and/or Service Reservation Agreement Form

Equipment and service reservation requests should be made at least 24 hours in advance of a class/event. Reservations are not authorized and the equipment may not be used until written confirmation is received by the requestor. All applicable information must be completed before the equipment reservation will be processed. Usage is restricted to approved functions and the requestor's department is liable for any damage that may occur to equipment while in their possession. Return form to AV Classroom Support, Basic Science Building Room 107, or fax to 792-4183. For information, call 792-4167.

### NAME OF EVENT

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### EQUIPMENT OR SERVICE REQUESTED

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### DATE(S) NEEDED FROM (MO/DAY/YR) TO

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### TIME(S) NEEDED FROM (AM/PM) TO

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### LOCATION OF EVENT

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Name and department of MUSC Requestor/Sponsor accountable for equipment usage

Building and Room Number

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Phone Number

Fax Number

E-mail Address

/ /

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Signature of MUSC Requestor / Sponsor accountable for equipment usage

Date