

STUDENT ASSISTANT PERMISSION CONFIRMATION
MEDIA SERVICES DEPARTMENT
HUNT LIBRARY

**ALL REQUESTS FOR EQUIPMENT MUST BE MADE 24 HOURS IN ADVANCE BY THE
ADVISOR OR AUTHORIZED STUDENT
LOAN PERIOD IS 24 HOURS**

This letter is to confirm that _____
is my Student/Graduate/Research Assistant, or is an authorized student in a
recognized Student Organization, and has my permission to check out
Equipment from the Media Services Department in my name for
the _____ semester. I confirm that all equipment will be used
for an authorized event and not for personal use. I am responsible for returning
the equipment on time and in the condition in which it was received and the
club will assume financial responsibility for replacement or repair of lost or
damaged items.

Print Faculty/Staff name

Signature of Faculty/Staff Department of Faculty/Staff

Telephone Number or Extension of Advisor/Sponsor

Department or Club/Organization using equipment