

Media Center/Presentations (212)346-8199/99, Room S-508
 Borough of Manhattan Community College/CUNY

Staff Use only

| | | |
|--------------------|------------|------------|
| Received By _____ | Date _____ | Time _____ |
| Confirmed By _____ | Date _____ | Time _____ |

CLUB REQUEST FOR MEDIA HARDWARE

All Services will be granted on the basis of staff and equipment availability

Services can be confirmed only on the date of service by calling Ext. 8188/8199. The Club must provide a person trained by the Department to operate hardware. Members of the club must pick-up and return hardware to Media Center/Presentations. REQUEST MUST BE MADE IN PERSON IN ROOM S-508/S-506 5 DAYS IN ADVANCE OF SERVICE.

| | |
|---|--------------------|
| Date of Service _____ | Today's Date _____ |
| Service Date (circle one) M T W T H F S | Room _____ |
| Time From : _____ am/pm. | To _____ am/pm . |
| Club Name : _____ | |
| Requester's Name _____ | Phone _____ |
| Club Advisor's Name _____ | |
| Club President _____ | Phone _____ |

PLEASE CHECK EQUIPMENT NEEDED

| | |
|--|---|
| <input type="checkbox"/> 2X2 SLIDE PROJECTOR | <input type="checkbox"/> CASSETTE RECORDER/PLAYER |
| <input type="checkbox"/> 16 MM PROJECTOR | <input type="checkbox"/> CD PLAYER |
| <input type="checkbox"/> FILMSTRIP PROJECTOR | <input type="checkbox"/> LECTERN ONLY |
| <input type="checkbox"/> OVERHEAD PROJECTOR | <input type="checkbox"/> LECTERN P.A SYSTEM |
| <input type="checkbox"/> PHONOGRAPH | <input type="checkbox"/> LARGE P.A. SYSTEM |
| <input type="checkbox"/> SCREEN | <input type="checkbox"/> OTHER EXPLAIN |
| <input type="checkbox"/> VHS PLAYBACK | _____ |
| <input type="checkbox"/> 3/4" PLAYBACK | _____ |
| <input type="checkbox"/> TV / MONITOR | |

Please be reminded that personnel requesting the services are expected to exercise care in the operation of the equipment.. To confirm, cancel services or to obtain operational assistance, please call The Media Center/Presentations desk at ext. 8199.

I AGREE TO ALL THE TERMS STATED ABOVE

Requester's Signature X _____

Student Activities Signature X _____