

Equipment Reservation Form

1. Visit wsa.wikidot.com/msg to find the correct equipment you wish to reserve.

2. Fill out the form below. Make sure to use the full item title so we know exactly what you want.

3. Bring the completed form to Media Stores in person during the opening hours.

Terms & Conditions of Equipment Reservations

This is an experimental service. By completing this form you recognise its primary use it to test an experimental service.

Whilst every effort is made to ensure reserved equipment is available on the date specified, this cannot always be guaranteed.

Equipment may be returned late from the previous loan due to factors outside of our control.

Media Stores accepts no responsibility for any work that cannot be produced as a direct result of reserved equipment not being available.

Media Stores is not in control of the time that reserved equipment is returned. It may be returned as late as 4.55pm on the date specified.

Media Stores may not be able to accept requests for equipment if not given sufficient notice.

Media Stores reserves the right to refuse requests if they are deemed to be unreasonable.

Equipment requests are subject to the maximum loan durations specified in the Media Stores Guide.

Returning equipment late that was reserved will be noted and your access to the service will be suspended.

All loans are subject to the Terms & Conditions of Media Stores loans outlined in the Media Stores Guide.

By filling out this form you agree to the Terms & Conditions outlined above .



Name:

Mobile:

Collect on:

Equipment: