

Equipment Loan Application Form

To the Faculty:

The Center for Expressive Culture offers specific equipment kit loans to students actively enrolled in College of Charleston Sociology and Anthropology courses. A departmental faculty member authorizes the student's use of the Expressive Culture Lab equipment for academic purposes by signing this form. The student, however, is ultimately responsible for adhering to the terms and conditions of the loan.

To the Student:

- I acknowledge that prior to the use of the Center's equipment, I must attend a training session on proper equipment operation by departmental faculty. Classroom training may be considered for satisfactory completion of this requirement at the faculty member's discretion.
- I assume full responsibility for all equipment and associated materials checkout below until said equipment is returned to the Expressive Culture Lab, as documented by faculty at check-in. I am liable for all replacement or repair costs, should any be needed.
- I am aware that to checkout equipment I must provide my name and CofC ID number, both of which will be kept on file by the Center throughout the semester.
- By completing and returning this form, I acknowledge that I have read and understand the terms and conditioned outlined on this form and in the Expressive Culture Lab's Checkout Policy.

ATTENTION: The equipment loan process is done on a first-come, first-served basis and may require some time to complete. Students are urged to plan accordingly.

Please list name, description and bar code information below for all equipment kits loaned out:

Equipment Kit	Description	Bar Code Information
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student

Name: _____ **Course:** _____
CofC ID: _____ **Phone:** _____
Signature: _____

Approving Faculty

Name: _____ **Signature:** _____