



# Reservation Form (Questions? Ask Staff!)

Name: \_\_\_\_\_ User ID# \_\_\_\_\_ Project ID # \_\_\_\_\_

Project Title: \_\_\_\_\_ Home/Cell/Work # \_\_\_\_\_

Pick Up/Start Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return/End Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Duplicate Reservation Dates:**

**Mini DV Camcorders- 72 HOUR MAX—** Kit comes with Tripod, Shotgun, 2 Batteries, & Cam

(2) Panasonic Palmcorders w/ Mic Input  (4) Sony HD Camcorders w/ Mic Input   
 (2) Panasonic Palmcorders NO Mic Input

**MAC Laptops—72 Hrs. MAX— Final Cut Xpress, Garage Band (6)**

**Advanced Equipment—72 HOUR MAX (Certification Required)**

(3) Advanced Camcorder Accessories Kit  (2) Lowell Portable Light Kits   
 (2) Camcorder Shoe Mount Light  (1) Sony DSR-20 DVCAM Deck   
 (3) Wireless Microphone Kits  (2) USB Microphones

**Studios — 4 Hour Max** Main Studio  Robo Studio

**Edit Suites — 4 Hour Max**

Non-Linear Edit Suites 1  2   
 Tape To Tape Edit Suites A  B

**Radio Suites — 4 Hour Max** 1 Mic  2 Mic

**Media Lab MAC — 4 Hour Max** 1  2  3

**Conference Room— 3 Hour Max**

**Additional Equipment**

Microphones \_\_\_\_\_  
 Mic Cables \_\_\_\_\_  
 Extension Cord \_\_\_\_\_  
 Slate \_\_\_\_\_  
 Additional Batteries \_\_\_\_\_  
 Miscellaneous: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TIME STAMP HERE:

I agree to use this equipment only for PMN productions, permit only PMN certified personnel to operate the equipment, be financially responsible for all PMN equipment, use only Sony DV tape in any DV deck/camcorder, and act within the guidelines as stated in the Rules & Procedures of the Public Media Network.

Signature: \_\_\_\_\_

Approval \_\_\_\_\_ Resv No. \_\_\_\_\_