



Carleton
UNIVERSITY



MEDIA PRODUCTION CENTRE

623 Southam Hall, Carleton University, K1S 5B6

Phone: (613) 520-3817 Fax: (613) 520-3928

Equipment Authorization Form

I
Faculty Member's Name *Department*

Authorize
Student's Name *Student Number*

To borrow the following list of equipment:

.....
.....
.....
.....
.....

Date(s) Required

Project Name

Course Number

Faculty Member's Phone Number

Faculty Member's Email Address

Equipment is always due back the next business day.

We are open from 8:30 a.m. to 4:30 p.m., Monday to Friday (except holidays).

To contact MPC, please call 613-520-3817 or email bernie.esau@carleton.ca.

**I have read the above and verify that the equipment will be
used for academic assignments and assume full responsibility
for the safe keeping of this equipment.**

.....
Faculty Member's Signature *Date*