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| Equipment and Facility Rental Application Form |

I request rental of the following equipment. I will compensate the Art Research Center (ARC) for any damage I may cause to the rental equipment.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | Date | | （Month / Date / Year) |
| Applicant | Project Title |  | | | | | | | |
| Affiliation |  | | | Name | | |  | |
| Emergency Contact | Mobile Phone Number |  | | | Work Phone Number | | | |  |
| E-mail |  | | | | | | | |
| Equipment Operator  (if different from the Applicant) | Project Title: | | | | | | | | |
| Name: | | | | | | | | |
| Rental Purpose |  | | | | | | | | |
| Location of Use | □ Within ARC 　　　　　　　　　　　　　□ On Campus（　　　　　　　　　　　　　　　　） □ Off Campus（　　　　　　　　　　　　　　　　　　　　　　　　 　　　　　　　　　　　） | | | | | | | | |
| Desired Rental Start Date and Time | / （　　　）　　　　 :  Month/Date (Day of the week) Time | | | Expected Return Date and Time | | | | / （　　　）　　　 :  Month/Date (Day of the week) Time | |
| Notes | | | | | | | | | |
| ※ ARC offers rental studio equipment in order to support research projects. As a basic rule, the equipment must not be used for purposes other than research activities carried out by members of the project described above.  ※ If purchase of damage and other non-life insurance is necessary, please contact the administrative office in advance. | | | | | | | | | |
| Form accepted by | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item Name | Quantity | Accessories | Rental Start Date | Staff | Return Date | Staff |
|  |  |  |  | /　　（　　：　　） |  | /　　（　　：　　） |  |
|  |  |  |  | /　　（　　：　　） |  | /　　（　　：　　） |  |
|  |  |  |  | /　　（　　：　　） |  | /　　（　　：　　） |  |
|  |  |  |  | /　　（　　：　　） |  | /　　（　　：　　） |  |
|  |  |  |  | /　　（　　：　　） |  | /　　（　　：　　） |  |
| Notes | | | | | | | |

※ ARC administrative office will fill out the item number, rental start date, return date, and staff name in the above columns.