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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.

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| 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 |
|  |  |  |  | 　　/　　（　　：　　） |  | 　　/　　（　　：　　） |  |
|  |  |  |  |  /　　（　　：　　） |  | 　　/　　（　　：　　） |  |
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| Notes |

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