



# Non Student TA, Special Access, Jerome Fellow Application for Media Center Access

Full Name: \_\_\_\_\_ Email & Phone# \_\_\_\_\_

Non Student TA: \_\_\_\_\_

Class \_\_\_\_\_ Faculty [instructor] \_\_\_\_\_

What access will you need?

- Checkout and Return A.V. Equipment for Class
- Tutorial [assist students]
- Class Set Up/ Prep
- Other [Please Describe] \_\_\_\_\_

Special Access \_\_\_\_\_

Brief Project Description [technical aspects]

Jerome Fellow \_\_\_\_\_

Brief Project Description [technical aspects]

## Access Request

TERMS OF ACCESS: Non-student TAs, Special Access persons, and Jerome Fellows may NOT RESERVE equipment or facilities. If equipment and/or facilities have not been reserved, then you may have access to them. All items/facilities you might have access

Request the access you would like below. Check with the Media Center after this form is reviewed to find out what access you have been granted, and to sign your access card. Please allow one week for processing.

- General Access [smith victors, small tripod, light stands, and the copy camera.]
- Studio A and B, Copy Room 314A
- Sound Room
- Darkroom: Black and White
- Darkroom: Color
- Non Student TAs Equipment [keys, carts, remotes]
- Other [please describe below] \_\_\_\_\_

Date Access Begins: \_\_\_\_\_

Date Access Ends: \_\_\_\_\_

## Signatures + Dates

Yours

X

Signature/Consent of Your Faculty Sponsor [if applicable]

X

Signature/Consent of the Chair of your Department [if applicable]

X

Signature/Consent of the Media Center

THIS PROPOSAL FOR ACCESS STILL MUST BE APPROVED BY MEDIA CENTER STAFF BEFORE IT GOES INTO EFFECT

X