

Studio User Application Form

Name	Class. (No.)	Date of application*
Purpose of booking		

For booking a workstation	Dates and times requested	Type of software and/or equipment needed	Assistance required from Studio Team (if applicable)
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For booking equipment	Dates needed	Equipment requested
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Office use only	Approved by	Date	Returned items checked by	Date of return
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*Applications must be submitted at least one week in advance.

Studio Rules

- Users/borrowers are responsible for the cost of any loss or damage they cause.
- Users may not change any computer settings (e.g., audio drivers, monitor resolution, etc) and may not install software.
- Studio users should a help create a peaceful working environment and are not allowed to use the equipment to play online games.
- No equipment or resources may be removed from the studio without permission from Stephen Richards or Gavin Ng.
- No food or drinks are allowed in the studio.

I have read and understood the studio rules and agree to abide by them:

_____ signature _____ date