**Christmas Booking**

**Authorisation Form 2021**

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| **Equipment Loans over the Christmas Holiday are ONLY for University course Work**   * Please complete this Christmas Booking Authorisation form along with the Blue Risk Assessment and send them BOTH to your lecturer for approval. * Your lecturer will need to approve your risk assessment AND this form for you to be able to make a booking over the Christmas Holiday period. Once approved your tutor should email these forms to: [! Creative Media Risk Assessment](mailto:sta-creativemediariskassessment-mb@exchange.shu.ac.uk?subject=Christmas%20Booking%20Authorisation%20Form)) and cc you in. * When your Lecturer has approved the equipment loan, please make your booking on connect 2. (The equipment you book should match the equipment list on your risk assessment). * As you make your booking on Connect 2, choose a date to collect the equipment between 9th – 22nd December 2021. * Connect 2 will only let you book up until 22nd December. Make the booking for as long as Connect 2 will allow. * When you come to collect your booking at the Creative Media Centre, please inform the technician that you are having the equipment over the Christmas Holiday period. * Once the Technician has located the email from your lecturer containing BOTH the Blue Risk assessment and the Christmas Booking Authorisation form, the technician will extend the booking and agree a return date with you no later than January 21st 2022. * Please ensure you are able to return the equipment on the date YOU agree, as fines are in operation over this period. | |
| **Student Name:** | **Student Number:** |
| **Module/Course:** | |
| **If you intend to take the equipment abroad for any reason, you must provide your own insurance.**  **Please tick the box to confirm you understand.**  **(Double click box to insert tick)** | |

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| **Approved by: (Tutor Name**) | **Approved by: (Tutor Signature**) |