**Christmas Booking**

**Authorisation Form 2021**

|  |
| --- |
| **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) 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)** |

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