

LONG • TERM REQUEST FORM

HUNTER COLLEGE Today's Date: _____
Audio-Visual Services
Room 333 HN Phone # 772-4943 Fax # 772-5626

Instructor (Print) _____

Signature _____

Dept / Course # _____ Ext. _____

PROJECTORS:

- Overhead Projector
- Slide Projector
- 16 mm Projector
- Opaque Projector
- Screen Laser Pointer

VIDEO PLAYBACK UNITS:

- VHS w/ Large Monitor
- U-Matic w/ Large Monitor
- VHS w/ 19" Monitor
- Laser Disk Player
- DVD Player
- Video Projector
- Remote

COMPUTER SYSTEMS:

- PC computer setup
- MacIntosh computer setup
- Laptop computer
- Data Projector Remote
- LCD Panel/ Overhead Projector

CABLES:

- VGA 1/4 Phone
- BNC Mini
- RCA other
- Extension Cord specify _____

AUDIO:

- Public Address Unit Ensign PA
- Audio Cassette Player
- CD Player
- Phonograph
- Liberty Amp Explorer Amp

VIDEO RECORDING EQUIPMENT:

- VHS Camcorder
- A/C Adapter
- Batteries
- Tripod
- Case
- 10" Monitor
- 19" Monitor

MICROPHONES (Maximum of 2):

- Hand Held
- Lavalieri
- Headphones
- Table Stand
- Floor Stand

FILMS / REMARKS:

| | |
|--|-----------------|
| OVERNIGHT/WEEKEND: Complete this section if equipment must be held overnight. | |
| Delivery | Return |
| Date: _____ | Date: _____ |
| Time: _____ | Time: _____ |
| Room/Bld: _____ | Room/Bld: _____ |
| Storage Room/Bldg: _____ | |
| Remarks: _____ | |
| (Storage location must have a double locked door.) | |
| It is understood that I will assume responsibility for this equipment's condition and safe return. | |
| Initial Here: _____ | |

INSTRUCTIONS: You may either specify the first and the last dates in a sequence of dates (holidays and non-class days will be automatically deleted unless you specify otherwise) **OR** you may list each individual date.

| Date | Day | Inclusive Time | Room/Bldg | Date | Day | Inclusive Time | Room/Bldg |
|-------|-------|----------------|-----------|-------|-------|----------------|-----------|
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |
| _____ | _____ | - | _____ | _____ | _____ | - | _____ |

* Faculty/ Staff requests must be pickup and returned. We only deliver and pickup for the lecture halls.