

CAI - Equipment Booking

First Name..... Family Name

- DANCE**
Staff / Student / Postgrad
- ARCHITECTURE / PLANNING**
Staff / Student
- CAI STAFF**

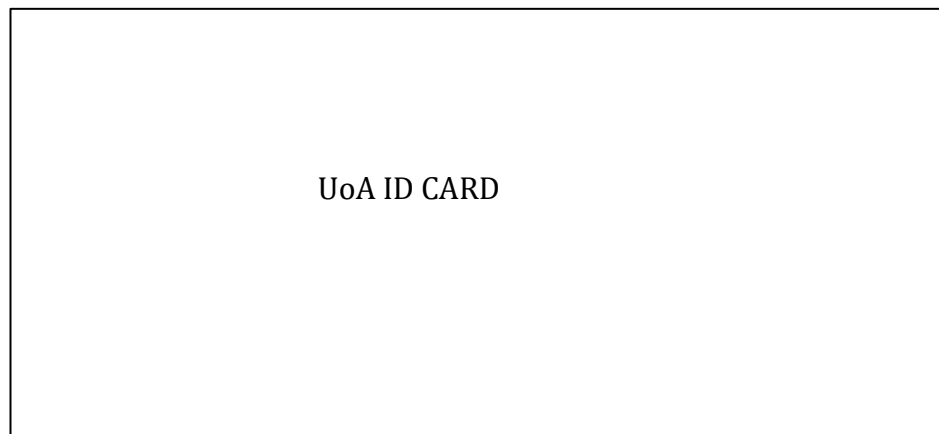
Email Address:

Username:

Mobile Phone:

Degree: Year:.....

Take photo or Scan this completed form with your UoA ID Card placed in the box, then send the electronic copy to cai.itservices@auckland.ac.nz :



Registration Form



**CREATIVE ARTS
AND INDUSTRIES**

Terms and Conditions

1. If this agreement is breached then the equipment loaned must be returned immediately to the Creative IT Staff. A new agreement may be negotiated at this point in time, but the Creative IT reserves the right to restrict the availability of equipment
2. Equipment loaned under this agreement is to remain exclusively for the signers use and must not be passed onto a third party in any circumstance
3. If the equipment loaned under this agreement is no longer required then it must be returned
4. The CAI IS Manager or their designated representative and/or the Head of School or their designated representative reserve the right to terminate this agreement and recall the equipment covered under it
 - A notice period of five working days will be given of termination.
5. The Creative IT Staff may contact the person under this agreement to ascertain the location, state, usage, and need of any equipment
6. If the equipment becomes faulty, is lost, stolen or damaged in any way whilst in the possession of the signing person, then the Creative IT Staff must be informed promptly
7. I agree to return the following items by the due date and time as mentioned below (8).
8. I agree to return and pick up equipment between 10:00am and 11:00am; or 2pm and 3pm.
9. Outside above hours, Loan outs and Returns are possible, however, at a time agreed with Creative IT Staff
10. I agree to use equipment for course-related work only
11. I agree not to leave equipment unattended at any time or any place
12. I agree to take appropriate measures to protect the equipment from damage
13. I agree that a demerit system is in force. If 3 demerit points are reached, a suspension from booking equipment for duration of 4 weeks will be enforced
 - If I do not return equipment on time this incurs 1 demerit point
 - If I book equipment and do not pick it up, this incurs 1 demerit point
14. All equipment booking must be completed through the on-line booking system
15. Students must first enroll with Creative IT to use the equipment booking service
16. ID Cards must be shown at time of booking (no exceptions)

I hereby understand and agree to the terms and conditions of this loan under the aforementioned provisions.

Signed: Date:

PLEASE EMAIL THE SIGNED ELECTRONIC FORM TO:
cai.itservices@auckland.ac.nz

CONTACT DETAILS:

For all equipment booking inquires and support
Email: cai.itservices@auckland.ac.nz
Extension: 85543 Phone: 09 923 5543
Web: <http://www.creative.auckland.ac.nz/itservices>
We are open Monday to Friday: 8am-5pm