



Loyola University Chicago  
School of Communication

SOC 004 | 312-915-8830  
owllab@luc.edu

luc.edu/owllab @owl.lab.luc

SCHOOL OF COMMUNICATION



LOYOLA UNIVERSITY CHICAGO

## Equipment Release Form

- YOU MUST FIRST DOWNLOAD AND SAVE THIS FORM. DO NOT COMPLETE IT IN YOUR BROWSER.** If you begin typing within the browser window, this will corrupt the file and you must download the form again.
- You only need to complete this form **one time**. If you've already sent this form in the past, you do not need to send it again.
- Open the form in **Adobe Acrobat** or **Adobe Fill & Sign**.
- Complete the form and add your signature. In Adobe Acrobat, when asked, choose **"Create a new digital ID."** Then **"Save to File."** You must enter your Loyola email to authenticate your digital ID.
- Send the completed form to **owllab@luc.edu**.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Course Title & Instructor or title of organization: (If you are in more than one PRODUCTION course, list them all):

---

---

### Major/Program of Study:

Film & Digital Media Studies       Multimedia Journalism       Digital Media & Storytelling

Other

By signing below, I am acknowledging that I have **thoroughly read** the [Policies and Procedures of the Owl Lab](#) and I am consenting to abide by these policies and procedures. I understand that I will be fully accountable for the responsible use and safe return of any equipment belonging to **Loyola University's School of Communication's Owl Lab** that is checked out to me. I am liable for any damage or loss resulting from negligence while using said property at any time during my tenure as a student at Loyola University Chicago.

SIGNATURE: \_\_\_\_\_