



Form #: \_\_\_\_\_

Resource(s) Requested: \_\_\_\_\_

## Program Resource Center Check Out Form

Supplies may be checked out for one evening and must be returned to the PRC by 4 p.m. on the evening of check out. If supplies are needed overnight, the GA of the coordinating staff member must be willing to house the resources in his/her apartment overnight. The supplies must be returned by 10 a.m. the following day the PRC is open. If resources are not returned on time, the responsible staff member will receive a strike. Three strikes will result in loss of right to check out resources for the remainder of the semester. Training may be required for some resources, and only those staff who have been trained will be allowed to operate the resource. Responsibility for operation and security of the resources and all associated accessories fall on the GA staff member. Any damages to the resources as a result of misuse will result in charges to the GA staff member and the loss of the privilege to check out items from the PRC in the future.

**\*\*\*Signature indicates that instructions are understood and agreed to.\*\*\***

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Date & Time of Request (for pick up): \_\_\_\_\_

Date & Time of Program \_\_\_\_\_

Phone number & email of coordinating staff member: \_\_\_\_\_

Signature of GA/RA staff member: \_\_\_\_\_

Name & Signature of GA/RA: \_\_\_\_\_

If the resource will be out overnight, please indicate GA/RA name and location of where the resource will stored: \_\_\_\_\_

### Resources Requested (please circle)

<input type="checkbox"/> Popcorn Popper <input type="checkbox"/> Book(s) _____ <input type="checkbox"/> Xbox <input type="checkbox"/> Xbox – 360 <input type="checkbox"/> Wii <input type="checkbox"/> PlayStation ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 <input type="checkbox"/> Digital Camera <input type="checkbox"/> VCR <input type="checkbox"/> Karaoke <input type="checkbox"/> Orange Cones(20) _____ <input type="checkbox"/> LCD Projector (2 available)	<b>MOVIES :</b>  1. One Hour Photo 2. Radio 3. Honey 4. NSU Bad Boys 5. Final Destination 6. Daredevil 7. Dothika 8. School of Rock 9. NSU Juwana Mann 10. Jeepers Creepers 11. Seabiscuit 12. Deliver us From EVA 13. Matchstick Men 14. Insomnia 15. How To Lose A Guy In 10 Days 16. Molly & Lawless John 17. Gone With The West 18. Cold Creek Manor 19. DMX WE in Here	<b>GAMES :</b>  1. Fact or Crap 2. The Black Heritage Trivia 3. Wheel of Fortune 4. Monopoly 5. Scene it? 6. Playing Cards ( ___ # of decks) 7. Life 8. Cheese/Checker 9. Yahtzee 10. Jeopardy Game
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## For Office Use Only

### **Digital Camera**

Camera \_\_\_ Out \_\_\_ In     USB connector \_\_\_ Out \_\_\_ In     Camera Case \_\_\_ Out \_\_\_ In

### **Xbox**

Console \_\_\_ Out \_\_\_ In     Game (1) \_\_\_ Out \_\_\_ In     A/V Hookup \_\_\_ Out \_\_\_ In

Controllers (2) \_\_\_ Out \_\_\_ In     Power Cord \_\_\_ Out \_\_\_ In

### **VCR**

Main Unit \_\_\_ Out \_\_\_ In     Remote Control \_\_\_ Out \_\_\_ In     VGA Cable \_\_\_ Out \_\_\_ In

### **Karaoke**

Main Unit \_\_\_ Out \_\_\_ In     CD-G (12) \_\_\_ Out \_\_\_ In     A/V Hookup \_\_\_ Out \_\_\_ In

Microphones (2) \_\_\_ Out \_\_\_ In     Song List (2) \_\_\_ Out \_\_\_ In     Cable Hookup \_\_\_ Out \_\_\_ In

### **Jeopardy**

Base unit \_\_\_ Out \_\_\_ In     A/V Hookup \_\_\_ Out \_\_\_ In     Host Control \_\_\_ Out \_\_\_ In

Instructions \_\_\_ Out \_\_\_ In     Antenna \_\_\_ Out \_\_\_ In     Remote Controls (3) \_\_\_ Out \_\_\_ In

Power Cord \_\_\_ Out \_\_\_ In     Marker \_\_\_ Out \_\_\_ In    Memory Cartridge \_\_\_ Out \_\_\_ In

### **LCD Projector** \_\_\_ **Dell** \_\_\_ **Viewsonic**

Staff member trained on use? \_\_\_\_\_ IMG staff initials after training: \_\_\_\_\_

#### **Dell:**

Main Unit \_\_\_ Out \_\_\_ In     Power Cord \_\_\_ Out \_\_\_ In     Remote Control \_\_\_ Out \_\_\_ In

Quick Start Card \_\_\_ Out \_\_\_ In     Owner's Manual \_\_\_ Out \_\_\_ In     VGA Cable \_\_\_ Out \_\_\_ In

S-Video Cable \_\_\_ Out \_\_\_ In     USB Cable \_\_\_ Out \_\_\_ In     Composite Video Cable \_\_\_ Out \_\_\_ In

YpbPr Cable \_\_\_ Out \_\_\_ In     RCA to Audio Cable \_\_\_ Out \_\_\_ In     Mini Pin Cord \_\_\_ Out \_\_\_ In

#### **Viewsonic:**

Main Unit \_\_\_ Out \_\_\_ In     Power Cord \_\_\_ Out \_\_\_ In     Composite Video Cable \_\_\_ Out \_\_\_ In

TTL Cable \_\_\_ Out \_\_\_ In