



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)	MOVIES : 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	GAMES : 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