



Loyola University Chicago  
School of Communication

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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):

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### 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:** \_\_\_\_\_

You can download a hardcopy of the policy and procedures here:

[https://www.luc.edu/media/lucedu/soc/owllab/pdf/Owl\\_Lab\\_Policies\\_and\\_Procedures.pdf](https://www.luc.edu/media/lucedu/soc/owllab/pdf/Owl_Lab_Policies_and_Procedures.pdf)