

**Academy of Film
Special Request for Additional Department Resources**

External Use

Staff / Student Name: _____ Dept. of Applicant: _____

Staff / Student ID No: _____

Contact TEL: _____ Contact email: _____

Project Description: _____

Request Items: Equipment or Studio: _____

Your related experience in using the requested equipment/ studio mentioned above.

Please specify what relevant Academy of Film subject(s) you have taken:

Check-out: Date: _____ Time: _____ Return: Date: _____ Time: _____

_____ **days in total**

**I will take full responsibility of all the items requested above. I agreed that any lost/ damages will be replaced/ repaired before return.
I have understood and agreed with all the regulations and procedure set by the Academy of Film.**

Signature of Applicant Name of Project Supervisor (In Block Letters) Signature of Project Supervisor Date

Name of Applicant's Unit Head (In Block Letter) Signature and Official Stamp Date

Your case will be discussed at 5pm today. An official reply will be issued in 2 working days.

Office Use Only

Signature of AF Technical Committee and Stamp

Date

Director of AF's Signature & Academy of Film Stamp

Date

Staff/Student Name: _____ Staff/Student ID No: _____

Contact TEL: _____ Contact email: _____

Please choose from below:

Competition: equipment/ room request **THREE** working days in advance
(for students presently taking AF subjects)
attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the AF Technical Office, at CVA618. A copy of the work produced from this practice will be given to the Academy of Film. in one month's time at the latest.

Non-Profit Making Organization: equipment/ room request **THREE** working days in advance
(for students presently taking AF subjects)
*I have understood that by AF Regulations, this project must be supervised by AF Instructor(s) and his/hers endorsement enclosed. Attached with this form are my plan & reasons in details, PLUS Insurance & legal details, the number of times, places, mediums for showing this project. Script outline, shooting script, shooting time-table, editing time-table and the completed online equipment / studio booking request forms print-out for the Technical Office, AF at CVA618.
A copy of the work produced from this practice will be given to the Academy of Film. in one month's time at the latest.*

Units Outside the Academy of Film: request for equipment/ room request **THREE** working days in advance
(for units outside Academy of Film)
*As a student, I have understood that by AF Regulations, this project must be supervised by Instructor(s) and his/hers endorsement enclosed.
As a member of staff, I have understood that by AF Regulations, my Project Supervisor & Head must be informed and his/hers endorsement enclosed.
Attached with this form are my plan & reasons in details, script outline, shooting script, shooting time-table, editing time-table PLUS Insurance & legal details.
A copy of the completed online equipment / studio booking request forms print-out for the AF Technical Office at ASH804.
A copy of the work produced will be given to the Academy of Film. in one month's time at the latest..*

*Helpers (recruit at your own cost) or Student(s)-in-charge for this project
MUST ONLY be AF students who have taken relevant subjects to handle the equipment or room of your request*

**I will take full responsibility of all the items requested above. I agreed that any lost/ damages will be replaced/ repaired before return.
I have understood and agreed with all the regulations and procedure set by the Academy of Film**

Name (in block letters)_____
Signature_____
Date

Your case will be discussed at 5pm today. An official reply will be issued in 2 working days.

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(<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>)