

SoCA FACILITIES & EQUIPMENT SPECIAL ACCESS REQUEST FORM

This form is intended for current University of the Fraser Valley (UFV) students who are not registered in any School of Creative Arts (SoCA) courses and who wish to use SoCA media equipment and/or facilities to produce non-commercial, creative projects.

ACCESS REQUIREMENTS

You must have a SoCA Faculty supervisor to whom you propose your project and who, by signing this form, confirms that your project is in alignment with the curriculum and mission goals of UFV and that the use of SoCA facilities and/or equipment is necessary for you to complete your project.

If you are not currently registered in any UFV courses, you must be registered in UFV courses for the following semester. (i.e. if you are not taking any Summer semester UFV courses, you must be registered in at least one UFV course for the following Fall semester.)

You must have already completed the SoCA course which provides the technical instruction for the facilities and/or equipment you wish to use. (e.g. to borrow a DSLR camera you must have completed VA 119 or VA 180.)

If you wish to borrow any SoCA media equipment, you must agree to the SoCA media equipment lending policies by signing a SoCA Media Equipment Loan Agreement Form.

STUDENT BORROWER INFORMATION

First and Last Name: _____

UFV Student #: _____

Phone #: _____

UFV Program Major: _____

Are you currently enrolled in a UFV course (Yes/No): _____

Are you registered in at least one UFV course for the upcoming semester:(Yes/No): _____

SPECIAL PROJECT INFORMATION

Name of SoCA Faculty Supervisor: _____

Facilities required: _____

Facilities access required dates : _____

Equipment required: _____

Equipment pick-up and return dates required: _____

Equipment use locations (e.g. On campus, Fraser Valley, etc.): _____

Project Description: _____

Project Presentation Event (e.g. Kariton Gallery, Chilliwack Film Festival, etc.): _____

Project Presentation Event Date: _____

SoCA Faculty Supervisor Comments: _____

SoCA Faculty Signature: _____ Date: _____

Student Borrower Signature: _____ Date: _____

Please fill out and sign this form, then download and send it to your faculty supervisor to comment, sign and return to you. Email the completed form to Robin.Pittman@ufv.ca.

Once we receive the completed form we will contact you to arrange your equipment bookings and facilities access.