



RCC PHOTOGRAPHY DEPARTMENT EQUIPMENT REQUEST FORM
Instructions

- **Required: Sign-up with Remind app**
<https://www.remind.com/join/rccphoto>
- **Required:** The daily **Rave Guardian health** assessment must be completed before arriving on campus and you will be required to show proof of clearance
 
- **Required:** All students are required wear a face mask while on campus
- Attached form must be completely filled out. Incomplete forms will not be processed
- **Students: Rename and save the PDF document prior to emailing**
- You will receive an email confirmation when request is received
- Requests will be processed, and equipment will be available the next scheduled pick-up day
- Equipment pick-up and return times: Mondays and Tuesdays - 8:30am till 1:00pm
- Pick-up and drop-off Location: RCC Campus - Lovekin Complex - Room L14 - Curbside parking
- **All equipment loans are for one week only. No Exceptions**
- If equipment is not returned on time, a hold will be placed on the student's school records

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This form is for request purposes only.

Due to limited equipment, this form does not guarantee equipment will be available at the time of request.

Required:

- Form must be completely filled out
- Copy of school ID
- Copy of Valid CA driver's license or ID

Email request and inquiries to: Nancy.Carenen@rcc.edu

Student initials_____

Date:

Student	Camera
Address City & Zip	Canon Lenses
RCC Id#	Nikon Lenses
Email	Quantum Battery
Phone	Flash Units
Instructor	Shutter Release
Class	Variable ND Filter
	Polarizing Filter
	Tripod
	Charger
	Extra Media
	Extra Battery