

# FACILITY RESERVATION FORM

COMMUNITY MEDIA CENTER OF THE NORTH BAY

Name (print) \_\_\_\_\_ Organization \_\_\_\_\_  
 Producer (if other than above) \_\_\_\_\_ Telephone \_\_\_\_\_  
 Project ID \_\_\_\_\_ Program Title \_\_\_\_\_  
 Requested Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Digital Edit Suite (HD #\_\_\_\_)     Sound Booth     Animation Suite     Dub Rack     Conference / Dressing Room

Live Link Studio     LIVE (From \_\_\_\_\_ to \_\_\_\_\_)

Qty	Equipment	Out	In	Qty	Equipment	Out	In
	Mic Lavalier				Digital Hi-8 Player		
	Ear Bud				CD Player		
	Mini Extension Cable				CDs:		

Main Studio     LIVE (From \_\_\_\_\_ to \_\_\_\_\_)  
 Studio Control Room

Qty	Equipment	Out	In	Qty	Equipment	Out	In
	Mic Lavalier				Floor Dir. Headset / Box		
	Mic SM57 (Instrument)				Studio Headphones		
	Mic SM58 (Vocal)				Wrench / Gloves		
	Mic Shotgun ( )LT ( )ST				Risers*		
	Mic Stand (Floor / Table)				Flats*:		
	Mic Stand Clip				Props*:		
	Cables XLR (____ ft.)				Other:		

\*Special Accommodations:  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please do not use old or damaged media in CMC equipment.
- Don't forget to complete the STUDIO CREW SIGN-IN prior to your main studio shoot.
- Don't forget to complete the STUDIO CLEANUP CHECKLIST when you're done.
- Don't forget to set aside EXTRA TIME for set-up and clean-up of your main studio shoot.
- Make sure to talk to CMC staff BEFORE the DAY of your studio shoot if you need extra assistance.

Feb. 2011

I understand that I am not to change or alter any wiring configuration unless authorized by a CMC Staff person. Any additional equipment borrowed must be returned immediately following my session.

Reservation Signature \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_