Goldsmiths
UNIVERSITY OF LONDON

MEC Extended/Special Loans Request Form

This form is for requesting equipment for use outside of our normal Loan procedures (e.g Longer than 4 days or more than one of the same item)

Please Note: We will only accept special loan Requests for Events/Courses in relation to your Goldsmiths curriculum. This is dependent on confirmation from a Goldsmiths staff member from your Department. This form does not guarantee that you will get all equipment requested, as equipment is booked on a first come first serve basis and is subject to availability.

Name :	**Email :**
Department :	**CAMPUS Username :**
Pickup Date/Time:	**Return Date/Time:**

Reason for Extended/Special Request Loan

Equipment Required

Staff Name:	**Staff Signature:**