Public Address System Authorization Form

- Use of this form is permitted by faculty members or staff sponsors of VSU departments and student organizations to permit the use of a PA system.
- This form is a one-time only permission form.
- Only one PA system may be checked out per group unless authorized by the circulation manager.
- Use of this form is permitted by Faculty and/or Staff sponsors of VSU departments and student organizations to permit students to use a PA system for VSU sponsored events.
- Check out duration will be a 24 hour period with the exception of conference presentations or departmental workshops.
- Students must bring the signed Authorization Form with them when coming to check out a PA system.
- Authorization can also be emailed from the faculty member’s campus email account to media@valdosta.edu. Make sure the email includes: faculty member’s first and last name; semester, year, name, and number of course and/or VSU sponsored event; first and last names of student or students being authorized to check out equipment.

The undersigned VSU faculty/staff member authorizes the following student to check out a public address system from the New Media Center. The purpose for use of the equipment fulfills a required academic assignment or is for a VSU sponsored event.

Print: Faculty/Staff Name

Sign: Faculty/Staff

Email: Faculty/Staff -@valdosta.edu ONLY

VSU Phone Extension: Faculty/Staff

*As faculty member or authorized sponsor of the VSU organization or event, I understand that this equipment is to be used for course projects or VSU sponsored events:

College / Department

Course Name or VSU Event

The undersigned student agrees to return the above equipment in the same order and condition as when received. If the equipment is damaged or lost while on loan, the student agrees to reimburse Valdosta State University for the costs of repair or replacement with new equipment of the same type.

Print Student Name

Student Signature

Student Phone Number

Semester and Year