

BECA Facilities & Equipment Use Request Form (2026 V4.0)

Section 1: BECA STUDENT & FACULTY REQUESTS

In all Cases:

- No food or drinks are permitted in labs or studios.
- No equipment or furniture may be removed or modified unless preauthorized.
- All rooms must be left clean and normalized after use.
- Equipment must be checked out and back in on-time.
- Students are responsible for Equipment & Facilities under their care.

Principal Student Producer:

Event Supervisor (if different from Producer):

BECA Faculty Advisor:

Requested Dates & Times:

Is BECA Staff Requested?:

Associated BECA Class (if applicable):

Enclose an A/V Script & Strike Plan (if applicable)

Description of Project:

Facilities and/or Gear Requested:

Crew Names & Contact Info: