

# Exemption Request Form

Allow at least 48 hours for consideration of your request. A separate request is required for each and every circumstance of need.

Today's Date: \_\_\_\_\_ Anticipated Reservation Date: \_\_\_\_\_

Name: \_\_\_\_\_ CAC ID# \_\_\_\_\_

Project# \_\_\_\_\_ Project Title: \_\_\_\_\_

Exemption Type: (Check one of the following)

\_\_\_\_\_ Studio/Portable Project

\_\_\_\_\_ Additional Reservation in

\_\_\_ Camera

\_\_\_ PVOM

\_\_\_ Studio

\_\_\_ Edit Time (You should have and be able to show that you are following an edit plan.)

\_\_\_\_\_ Extended Equipment/Facilities Use

\_\_\_\_\_ Check out of CAC Master Tape From Premises (7-Day Maximum)

Check-out Date \_\_\_\_\_

Return Due Date \_\_\_\_\_

Actual Return Date \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Use the following area to explain your request and the reason for it. Be as detailed as possible. You may use the back of this form if necessary.

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**\*(Do not write below this line. This area is for staff use only)**

\_\_\_\_\_ Approved

\_\_\_\_\_ Not approved

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_