



Center for Instructional Support

1733 Donaghoo Road • Kuykendall 103 • Honolulu, HI 96822 • 808.956-8075

Faculty & Staff Registration Form

Name: _____
LAST FIRST

Department: _____ College: _____

Phone: _____
OFFICE HOME CELLULAR

Email: _____

Status (✓one): Faculty/Staff/Administrator Instructor (Lecturer, TA, GA)

Campus address: _____
BUILDING ROOM NO.

Signature: _____ Date: _____

For more information visit us at www.cis.hawaii.edu, or email us at cis@hawaii.edu.

rev. 01/2019



Cut here and save for your records

Equipment Loan Policy: Equipment can be reserved, picked-up and returned at the CIS Media Services office in Kuykendall 103, between 8:00 am and 4:30 pm, Monday through Friday, except university-observed holidays. A current UH ID is required at the time of equipment pick-up. Media equipment is for on-campus usage unless authorized by a CIS Manager. Equipment reservations are on a first-come, first-served basis, depending on availability. Equipment is usually loaned for only the class period(s) or the duration of the event when it will be used. Maximum rental period is 24 hours unless authorized by a CIS Manager. Equipment loaned for weekend usage may be borrowed Friday afternoon and returned Monday morning. The borrower is responsible for the care and security of the equipment during the loan period. Certain pieces of equipment (i.e., remote controls and wireless microphones) may be available for “long-term” loan but must be returned by the end of the semester. Cameras and other devices are restricted to on-island use and must not be subjected to environmental conditions that may damage the equipment such as saltwater/air from the ocean. Equipment must be returned as scheduled, in the same condition as received. Customers returning damaged, defaced, and/or inoperable equipment due to negligence may be subject to sanctions from future CIS services and/or replacement or repair costs. Faculty and staff may authorize a student to pick-up and return equipment, but will assume full responsibility for the equipment. If problems or delays occur in returning equipment, contact CIS immediately. CIS is not responsible for breakage or damages to personal or other university-owned equipment used in conjunction with CIS managed or borrowed equipment.