

# BTV Movie Rental Form

Return form to Windsor Halls, Warren Hall Main Office.

Hall: \_\_\_\_\_

Club Name: \_\_\_\_\_

Individual  
Scheduling Movie: \_\_\_\_\_  
Print Name

Individual  
Picking Movie Up: \_\_\_\_\_  
Print Name

General Manager/  
Residential Life Manager Approval: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name

Date Movie to be shown: \_\_\_\_\_ Time Movie to be shown: \_\_\_\_\_

Movie Requested in order of Preference:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

MOVIE CONFIRMATION (Windsor Main Office Use Only)

Faxed Reservation

Movie Reserved: \_\_\_\_\_ Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Movie to Windsor by: \_\_\_\_\_ NOON Clerk Initials: \_\_\_\_\_  
Date Time

Date Request Received: \_\_\_\_\_

MOVIE CHECK-OUT/CHECK-IN (Windsor main Office Use Only)

Movie Picked Up: \_\_\_\_\_  
Signature of Person Picking Movie Up Date Clerk Initials Date

Movie Returned: \_\_\_\_\_  
Clerk Initials Time Date