



Marian K. Heilbrun
Music and Media Library
Film Rental Request Form

Screening Date							
Title of Film (full title)							
Director/Filmmaker Name							
Original Studio /Film Release Date							
Production Company/Rental Source							
Preferred Film Format <i>*Contact Classroom Technologies to verify that the screening room you have scheduled can accommodate the format.</i>		35mm	16mm	Blu-Ray	DVD	VHS	DCP
Audience General: Y N	Audience Students in Class: Y N	Admission Free: Y N		Admission Fee: Y N \$			
Notes:							

(In the event that the requested film format is unavailable please provide an alternate film format)

Alternate Film Format <i>*Contact Classroom Technologies to verify that the screening room you have scheduled can accommodate the format.</i>		35mm	16mm	Blu-Ray	DVD	VHS	DCP
Notes:							

Instructor/Course/Requester Information

Instructor /Requester Name							
Course ID/Course Name/Semester/Year							
Requester Contact Information:		Email:			Phone		
Billing Dept Name/Billing Dept. Smart Key <i>*The Music and Media Library will cover the first \$100 of film rental and shipping fees. The remaining amount will be billed to the department or program sponsoring the film</i>							
Requester Contact Information:		Email:			Phone:		
Notes:							

Music & Media Staff

Title of Film (full title)							
Booking Date/Confirmation Date							
Notes:							

**** All fields are required in order to process your request. Typically, we need at least 4 weeks notice to book a film email to musicmedia@emory.edu OR hand-deliver to the 4th floor Music & Media Library. Questions? Call 404.727.1777***