

Student Center Audio/Visual/Tech Equipment Policies

- The Student Center A/V Tech Support Staff can provide audio and visual equipment to support events for those departments that do not have comparable sound equipment.
- The Student Center A/V Tech Support Staff can provide equipment to support events held on the USD campus under the “Conditions” listed below.
- The Student Center reserves the right to levy a fee to cover expenses associated with personnel for events held outside of the Student Center or the Commons. The application of a fee will be determined by the Director of the Student Center. The fee (if levied) will be agreed upon by all parties before equipment and personnel are assigned and duties performed.
- No property of the Student Center will leave the facility without the accompaniment of authorized personnel of the Student Center.

Conditions

1. The event does not conflict with events held in or sponsored by the Student Center.
2. The event will not cause an overtime situation for personnel of the Student Center.
 - a. All equipment must be accompanied and operated by authorized personnel of the Student Center.
 - b. These operators must be able to staff the event and are able to adjust their schedules to avoid creating an overtime situation.
 - c. The operator’s supervisor must authorize the adjusting of their hours so that conflicts during normal work hours is not created.
3. The equipment for the event must be scheduled with the Scheduling Office two weeks prior to the event. If an event for the Student Center occurs after the reservation, the Student Center has the right to deny assistance for the event.
4. In the event that any of the equipment is damaged due to the negligence, misuse or misconduct of the sponsor, the sponsor of the event will be liable to repair or replace the damaged equipment.

Procedures for Acquiring A/V Assistance:

1. Contact the Scheduling Office in the Temporary Student Center room 126 or call 677-5464 at least two weeks prior to the event. At the time of reserving location space, please also complete a **request form** provided by the A/V Department.
2. The request must be approved by the Scheduling Office and A/V Department. Factors determining approval include availability of personnel, equipment and environmental conditions (to, from and at the event site etc.).
3. If there are no conflicts, the equipment will be reserved for the event and a confirmation e-mail will be sent to the sponsoring party.