

# Supplemental Classroom A/V Equipment Policies

Updated: August 2021

The Department of Music owns a limited inventory of A/V equipment and is available for classroom use, supplemental to what is provided in each classroom.

It is highly recommended that Faculty and Graduate Students review available resources and submit requests before the beginning of the quarter to insure equipment will be available for the first day of lecture.

The following policies apply:

- Orders are taken by completing the on-line request form [EQUIPMENT CHECKOUT] 3 business days in advance to ensure availability of requested equipment. **Electronic confirmation will follow ensuring that the order was received.**
- Users are responsible for security, care, and operation of the equipment while checked out.
- Sharing of equipment is not allowed without prior consent from the Facilities Assistant, or liaison.
- Users are responsible for returning equipment at the agreed date and time. Please report any damage or malfunction of equipment immediately upon its return
- The Department of Music understands that equipment will break or malfunction when subjected to normal use. However, users may be held financially responsible for deliberate or negligent damage to the equipment