

Our Lady of the Fields Audio/Visual Equipment Usage Form

Usage Guidelines

General Procedures for All Uses of Audio/Visual Equipment

- a. The equipment requested needs to be reserved at least 48 hours before the event by submitting the "Audio/Visual Equipment Form" to the Director of Music, Alex Ashman.
- b. Equipment will not be removed from any location for any reason.
- c. Two members from the reserving group, who will be operating the equipment, must attend a training session with the Director of Music. This is required per event since each event will ultimately have unique audio/visual needs. If the event repeats on a scheduled basis, only one training is required. No exceptions.
- d. The equipment may not be used in any way other than what is covered in the training session. Proper use includes:
 - Correctly assembling/disassembling all equipment, especially in the case of repeated events
 - Making sure all systems are properly turned on/off. This is essential for safety reasons, including fire hazards and risk of electrical shock.
- e. The reserving group will be financially responsible for replacing any damaged or missing items. The sound system will be checked before and after events by the Director of Music or Business Manager.

There will be zero tolerance for not adhering to these guidelines.

Audio/Visual Equipment Usage Form

Location of the event(s): _____ (ex: church, hall, classrooms, etc.)

Please check the needed equipment:

___ Microphone(s) How many needed? ___	___ Projector	___ Livestream
___ CD Player	___ Piano	___ Outdoor/Portable equipment
___ DVD Player	___ Keyboard	___ Other (Please specify.) _____
___ Computer hook-up into sound system	___ Music Stands	_____

Group Name _____ **Date(s) of Event** _____ **Time** _____

Names of Two Trained Persons Responsible for Equipment:

1) _____ Phone: _____ Email: _____

2) _____ Phone: _____ Email: _____

On behalf of the above-named group, I signify that the above audio/visual equipment usage guidelines will be followed and that Our Lady of the Fields will be reimbursed for equipment damage attributable to our use.

Print Name: _____

Signature _____

Date _____