

# **Audio Visual Equipment Rental**

Audio visual equipment may be reserved on a first come first serve basis.

Only current officers of registered student organizations and departments, and their designees may authorize the reservation of audio visual equipment.

To assure availability of audio visual equipment, it should be reserved a minimum of ten (10) days prior to a scheduled event.

Equipment will be delivered and set up by an authorized Conference and Reservations employee. Sound and lighting equipment must be set up and operated by an authorized Conference and Reservations employee.

All expenses incurred as a result of using any audio visual equipment, (set-up, take down, operation and rental fees), are the sole responsibility of the user group.

All audio visual equipment must be attended to at all time. Upon completion of your program, contact Conference and Reservations at 229-4828 and wait for an authorized Conference and Reservations employee to pick up the equipment. Leaving the equipment unattended at anytime during or after your program leaves the user group fully liable and accountable for the equipment.

An equipment usage form must be completed for all requested equipment and signed by an authorized agent for the Student Organization or University Department.

Any concerns or appeals of this policy may be brought to the UWM Union Policy Board.