

AUDIO/VISUAL EQUIPMENT USAGE FORM

Fellowship Hall and Sanctuary Audio/Visual Equipment Usage Guidelines

- I. General Procedures for All Uses of Audio/Visual Equipment.
- A. The audio/visual equipment requested needs to be reserved no later than two weeks prior to the date of the event by submitting the "Audio/Visual Equipment Usage Form" to the Director of Music or designee. Equipment will be reserved on a first come, first served basis.
- B. Equipment is not to be removed from the Fellowship Hall for any reason.
- II. Procedures for Use by Faith Church Groups.
- A. Two members of the reserving church group, who will be operating the equipment, must attend a training session with the Director of Music or designee.
- B. The equipment may not be used in any way other than what is covered in the training session. This restriction includes, but is not limited to, disconnecting/reconnecting the cables and/or wires of the sound system.
- C. The group using the equipment will be fiscally responsible for replacing any damaged or missing items. The sound system will be checked before and after events by the Director of Music or Church Administrator.
- III. Procedures for Use of A/V Equipment by Outside Organizations and Groups.
- A. Outside organizations and groups such as weddings, concerts, and community groups using A/V equipment are required to have a trained Faith Church A/V team member present at the event. If no team members are available, the organization will have to provide its own A/V equipment.
- B. The organization or group is required to pay an hourly fee of \$15.00 to the team member, including setup and teardown time.

Audio/Visual Equipment Usage Form

Please check the needed equipment:

- Microphone(s) - number ____
- CD Player
- DVD Player
- Computer
- LCD Projector
- Keyboard

Group/Organization Name: _____

Date of Event: _____ Time of Event: _____

Faith Church Group Only:

- Names of Two Trained Persons Responsible for Equipment: _____

Outside Organizations/Groups Only:

- Name of Faith Church A/V Team Member to be Present at Event: _____

On behalf of the above named organization or group, I signify that the above audio/visual equipment usage guidelines will be followed and that Faith Presbyterian Church will be reimbursed for equipment damage attributable to our use.

Signature _____

Date _____