

# UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE

## POLICIES & PROCEDURES

### Policy On the Use of AV Equipment

**EFFECTIVE DATE:** March 20, 2008

**PURPOSE:** To ensure that the AV equipment (sound system) in the Main Meeting Room (MMR) is available when needed and to protect our investment in the equipment.

**ADMINISTRATION:** This policy shall be administered by the Technology Committee.

**AVAILABILITY:** The sound system is available for the following purposes:

1. Sunday Services, including Minister-led, lay-led, and summer services. The sound system is available at no charge.
2. Other UUFP sanctioned events. The sound system is available at no charge.
3. Rentals. Please refer to the Rental Policy regarding pricing.
4. Other events, as approved by the Board of Trustees.

In all cases, the event organizer must arrange with the Technology Committee, or its officially designated representative, for access to, and operation of, the sound system.

**SUPERVISION, TRAINING, QUALIFICATION:** The Technology Committee shall ensure that there is a pool of trained personnel, qualified to access and operate the sound system. A list of the personnel shall be maintained and managed by the Technology Committee and shall be posted on the AV cabinet.

**SECURITY:** Access and operation of the sound system shall be limited only to persons approved by the Technology Committee. Such persons shall be provided the necessary keys to access the equipment. The keys shall be returned when access is no longer required.

**REPAIR:** The Technology Committee shall be responsible for the maintenance and upkeep of the sound system. Such maintenance shall be included in the yearly budget of the Technology Committee.