

## AUDIO SERVICES

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**Effective Date:** September 1, 2010

**Responsibility:** VP Student Services

**Amends Policy dated:**

**Policy Number:**

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**Scope:** Burman/PAA faculty, staff and students; College Heights Church; persons or organizations renting on-campus facilities

The Student Services sound reinforcement and lighting services, known as Audio Services, exists for the purpose of providing sound and theatre lighting support for Burman/PAA sponsored functions.

### SERVICES AVAILABLE

1. Sound Reinforcement
  - a. Multichannel input up to 16 sound sources
  - b. Wireless microphones
  - c. Surround sound output up to 5 channels
  - d. Portable sound requiring no electrical output.
  
2. Lighting
  - a. Up to 8 flood lights
  - b. Various spots
  - c. Various lighting effects

### RESERVING AUDIO AND LIGHTING SERVICES

All reservations must be made with the Administrative Assistant at Students Services (ext. 4033) during regular office hours.

1. For basic weekend audio needs: reservations must be made before 5 pm on Thursday.
  
2. For all major functions: book at least 2 weeks in advance. This is to ensure that all necessary equipment and personal will be available.
  
3. Summer scheduling: only by special arrangement.

All equipment must be run by an authorized employee of Audio Services. Under no circumstances will equipment owned and maintained by Audio Services be run by unauthorized personnel.

## **COST**

1. Programs or functions sponsored by Burman/PAA organizations or the College Heights SDA Church: no cost.
2. Programs or functions for private individuals or organizations at campus venues: \$50 per hour. One hour charge for setup and take down in addition to actual time.

## **VENUES**

**Administration Building Auditorium:** Use must be booked through Student Services.

**Cafeteria:** For basic in-house system, contact Cafeteria Administrative Assistant (x4069). For needs beyond the in-house system, contact Student Services to arrange booking.

**Gym:** For basic in-house system, contact Gym Administrative Assistant (x4057). For needs beyond the in-house system, contact Student Services to arrange booking.

**College Heights SDA Church:** Arrange use through the church Secretary (403-782-6131).

## **OFF-CAMPUS RENTAL**

Audio Services equipment CANNOT be rented for off-campus functions by private groups or individuals.

Campus organizations may request special permission to use equipment off-campus. Equipment must be run by an authorized employee of Audio Services.

## **HOME VIDEOS**

All public showings of home videos, whether rented or purchased, must be reported to Student Services (residence halls exempted). It is illegal to charge admission at public showings of home videos.

**All data-projector needs must be arranged through Computer Services.**