

# LIS Venue (large) Public Address system restrictions:

Updated 1/14/15

## GENERAL POLICIES:

- At least 30 business days' notice is required for use of this system.
- A map or schematic of the event layout, noting locations of all prominent structures (i.e: podiums, stages, large displays, etc.) and equipment must be reviewed and agreed upon by the patron or organization with the Director of User Services and the Classroom and Event Support Technician **prior to initiating the equipment reservation process.**
- The reservation must be submitted and approved online via the LIS Equipment Request Form.
- This system is **not** available for off-campus use.
- System rental fee must be paid in the form of a check made out to "Westminster College" no later than 24 hours prior to your event. Labor charges must be paid no later than 72 hours after your event.
  - System rental fee: **\$50**
  - Labor for set up/operation/strike: **\$10 per hour**

## ENVIRONMENT REQUIREMENTS (patron must confirm these with Physical Plant):

- The venue must have a dedicated 20 amp circuit with quad box receptacle.
- This system can only be utilized in a zero moisture environment.
- Outdoor use is only permissible in dry weather; adequate grounds preparation is required for safe operation and running of all associated cables, stabilizing speaker stands, and securing all equipment footprints.

## STAFFING AND TIME REQUIREMENTS:

**\*\*Please note that the staff is solely provided for these purposes and not to attend to other requests that have not been previously agreed to in advance by Library and Information Services**

- Setup: Minimum of 4 LIS staff members (4 hours prior to event)
  - Testing: Classroom and Event Support Technician and at least one other LIS staff member (2 hours prior to event)
  - Operation: Minimum 1 LIS staff member for the duration of the event
  - Teardown: Minimum 4 LIS staff members (3 hours after event)
- (NOTE: This staff must be on hand for any outdoor use in the event that the weather turns inclement.

## SECURITY and RESPONSIBLE OPERATION:

- **Only** certified engineers or LIS staff members may operate this system.
- Reasonable space around all components is required for safe operation.
- If the system requires earlier set-up and testing, followed by component storage prior to an event due to venue availability, teardown and setup staffing will be required for those multiple occasions.

- Security of all system items from the designated sign-out to strike on the equipment request form is the responsibility of the event coordinator(s).