

# **Audio/Visual Equipment Use Policy**

## **Introduction**

It is the policy of the Huntsville Madison County Public Library (HMCPL) to provide use of certain audio/visual equipment (A/V Equipment) to the community as a public service. A rental fee will be charged for each piece of equipment. Deposits and package rental fees apply for some rooms and equipment. The A/V equipment consists of items listed on the Audio-Visual Rental Fee Sheet. Although this equipment is capable of functioning with a laptop computer and may be used with one, HMCPL will not supply a laptop computer. The A/V Equipment must be used at the main branch of HMCPL in the auditorium or meeting rooms and is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

## **Eligibility for Use**

All organizations will be required to obtain an Organizational Library Card. Check out of all equipment and assessment of fees will be facilitated with this card. In scheduling use of the A/V Equipment, priority is given to programs administered or sponsored by and organizations directly affiliated with HMCPL. In addition permission may be granted for the following uses, in order of priority and based upon availability:

- City and County departments, agencies or commissions.
- Neighborhood and community organizations based in Huntsville/Madison County.
- Other non-profit public and/or social service organizations.

## **Restrictions on Use**

The A/V Equipment may only be used at the main branch of HMCPL in the meeting room areas. As such, all restrictions on use of the meeting room also apply. The meeting room policy will be used in conjunction with the A-V equipment policy (See Meeting Room Policy). Organizations must provide one person to be responsible for the use of the A/V Equipment. This person must meet with the Audio-Visual Technician prior to use for a lesson to learn how to set up, operate and safely stow the A/V Equipment. If the person will be using a laptop computer with the equipment he/she must bring it to the lesson.

## **Reservations**

- Reservations for both the A/V Equipment and the meeting room may be made via the Online Room Reservation System. Reservations for A-V equipment should be requested at least two (2) weeks prior to the meeting date. Along with the reservation an appointment must be made with an Audio-Visual Technician to learn how to set up and operate the A/V Equipment.
- All A-V equipment requests will be reviewed and approved by A-V staff based on availability and other factors. Reservations will be made in order of priority as indicated above and by date of request.
- The number and frequency of use of the A/V Equipment by any one organization will be at the discretion of the HMCPL A-V Supervisor, based upon availability of the A/V Equipment and the availability of the meeting room. A/V equipment reservations will be made available to all groups using library meeting space.
- Applications for use of the A/V Equipment for children or teens must be sponsored and signed by an adult representing an organization, who will assume full responsibility.
- Permission to use the A/V Equipment is revocable and does not constitute a lease.

### **Regulations regarding use and care of Audio/Visual Equipment**

- No organization may use the A/V Equipment to show copyrighted material without proper license. The organization using the A/V Equipment is liable for any copyright infringement and the library shall be held harmless.
- Organizations must provide one person to be responsible for use of the A/V Equipment. This person must contact the Audio-Visual Technician at least two (2) weeks prior to the date of use to make an appointment to learn how to set up, operate and stow the A/V Equipment. The appointment time will be set at the discretion of the Audio-Visual Technician and will be prior to the reserved time to use the A/V Equipment.
- HMCPL personnel are not available to assist with the A/V Equipment during its use (unless a formal request for technical support is made and the associated fees are paid).
- The A/V equipment is to be left in the condition in which it was found. The organization's representative, as indicated on the reservation form, is responsible for damages.
- Set up and take down of the A/V Equipment must take place within the time allotted for the meeting.

### **Cancellations, Denial of Application, Appeals**

- Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled use date.
- In the event that HMCPL must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the A/V Equipment.
- HMCPL reserves the right to cancel use of the A/V Equipment reservation in the event of unforeseen HMCPL demands.
- HMCPL reserves the right to deny use of A/V Equipment to organizations that do not take proper care of the equipment, do not attend a lesson in A/V Equipment use, or are unable to use the equipment properly.
- HMCPL also reserves the right to deny A/V Equipment use to organizations that have mishandled the A/V Equipment previously.
- Denial of application may be appealed to the Huntsville Madison County Public Library, Associate Director for Public Services, or the Library Director by following the Huntsville Madison County Public Library Patron Appeal Process.

### **Other Applicable Regulations**

All rules and regulations as outlined in HMCPL policy documents apply to persons using the A/V Equipment. Applicants are expected to be familiar with all HMCPL policies, including Library Use Policy.

#### *Waiver of Regulations*

The director may authorize exceptions from specific regulations of this policy for HMCPL and its programs, for the Friends of the Huntsville-Madison County Public Library, Boards and Agencies of Huntsville, Madison County, or the State of Alabama.

## Audio/Video Equipment Application

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Meeting Day/Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Lesson Appointment Date and Time: \_\_\_\_\_

Signature: \_\_\_\_\_

*Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by HMCPL's Board of Trustees. In addition, the signatory and all participants agree to hold harmless the Huntsville-Madison County Public Library, all library personnel and board members and the Friends of the Huntsville-Madison County Public, for any damage(s) caused by or resulting from the organization's use of the A/V equipment..*

(For HMCPL Use Only)

Organization Library Card Number \_\_\_\_\_

Application Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Notification Sent: \_\_\_\_\_

Reason (if disapproved): \_\_\_\_\_

Notes/Follow-up: \_\_\_\_\_

Equipment Requested (see attached fee sheet)

Payment Method:      Cash                      Credit                      Paypal

Amount Paid: Deposit \_\_\_\_\_ Fee \_\_\_\_\_

Total Equipment Charges: \_\_\_\_\_