

## Using and Borrowing Commons Sound and Video Equipment

### Guidelines

- All Commons residents can use the equipment in the Common House without charge as long as the community is invited and it is a non-commercial event.
- If the equipment is used in the Common House for a non-community, non-commercial event the charge is \$3 per hour. For commercial use: \$25 per event.
- For personal use in a home at the Commons for non-commercial purposes, the charge is \$15. For commercial use: \$25.
- For use by a Commoner outside of the Commons, the charge is \$25.
- The screen, DVD player and other equipment permanently mounted in the dining room cannot be removed from the Common House at any time.
- Make your reservation for equipment in advance on the schedule in the Common House hall closet to ensure it will be available when you need it. Never remove equipment from the Common House without indicating time, date and your name on the schedule. Place a filled out copy of this agreement in Stefan's cubby for use of the equipment for all billable events.
- Stefan can be contacted if setup and using guidelines are needed. (Alec or Rich can be contacted if Stefan is not available.)
- Users are urged to inquire how to use and the equipment before borrowing it. Make sure all cables get returned with the equipment.
- **For the projector: Do not disconnect power to the machine until the fan turns off automatically. Stopping the fan from cooling the bulb slowly may cause the bulb to burn out.**
- The user agrees to replace missing or broken parts if the equipment is not returned in the same condition as it was when borrowed.
- Please notify Stefan of any problems with the equipment as soon as you learn of them.

### Billing Guidelines

I hereby agree to be billed for the use of the Commons Sound and/or Video Equipment at a function not open to all Commoners according to the guidelines above. I further agree to pay for the replacement of parts that are broken or missing if I do not return the equipment in the same condition as it was when I borrowed it.

Name: \_\_\_\_\_ Unit \_\_\_\_\_ Date Out \_\_\_\_\_ Date In: \_\_\_\_\_

Bill Unit \_\_\_\_\_ \$ \_\_\_\_\_ Signature \_\_\_\_\_