

FEDERATION OF STUDENTS A.V. AUTHORIZATION FORM

Submission of Form: Upon receipt of authorization this form must be submitted, in person, to ITMS Equipment Stores (MC 1063) at least 48 business hours in advance of the date when the equipment is to be picked up. Advanced notice is mandatory.

Equipment Pick Up: It is the responsibility of the person(s) named on this form to pick up the equipment from the ITMS Equipment Store Room (MC 1063) at the agreed time. For evening events, the equipment can be picked up after 3:00pm and before 4:30pm. ITMS Equipment Stores is open M-F from 8am-4:30pm, unless otherwise posted.

Equipment Use: The equipment is to be used on campus and is not to leave the campus at anytime, for any reason. If kept overnight, store equipment in a secure, dry location. Failure to comply with on campus use or storage is cause for termination of the A.V. use for your club. Repair or replacement costs for equipment will be reimbursed by the Club using the equipment.

Equipment Returns: The equipment is to be returned at the agreed time: immediately after use, or no later than 8:30 am the next business day. A \$50/day late fee will be charged to the club if equipment is returned late; charges start on the day it was to be returned. Failure to return the equipment on time is cause for termination of the A.V. use for your club.

Equipment Availability and Types of Events: A wide range of equipment is available for use for FEDS Club events (see the short checklist below). Details regarding the specific equipment used, and the type of event for which it is used, must be filled out on this form before it can be authorized and submitted. Any changes need to be reauthorized and resubmitted (again, 48 hours prior to the pickup time). Please contact us in advance if you have any questions about equipment and its use.

- **Portable Equipment for General Events and Presentations:** Portable equipment is available at NO CHARGE for most types of general presentations and events. This includes data projectors for PowerPoint presentations, public address equipment, etc. If a club is charging an admission fee to the event, then rental fees will be charged for the equipment. Please note: our public address equipment is not suitable for use as amplification for bands.
- **Data Projectors used for Entertainment:** Our budget is directed for classroom use. Data projector bulbs wear out and are expensive to replace. As a result a minimum \$40 fee will be charged when a portable data projector is used to show a movie or for other similar entertainment purposes.
- **NOTE: YOU MUST HAVE COPYRIGHT PERMISSION TO SHOW MOVIES ON UW VIDEO EQUIPMENT.**
- **Use of Podiums/Projectors in e-Classrooms:** To use the podium and/or projector in an e-Classroom we require Clubs to book one of our operators. A minimum \$85 fee will cover the use of e-Classroom equipment and the assistance of our operator for 3 hours (this fee includes the use of the equipment if a movie is shown). Any Additional hours will be charged at \$15.00/hr. Operators are only allowed to work until 10:30pm.

Club Name: _____
Type of Event (Meeting, Movie, etc.) Location (Building/Rm#)

(1) Name: _____ Phone: _____

Date: _____	_____
Start	End

(2) Name: _____ Phone: _____

Time: _____	_____
Start	End

The person(s) named above is authorized to borrow and sign for the following equipment:

- _____ Data Projector Please indicate use (PPT, movie, etc.): _____
- _____ VCR/DVD If showing a movie, indicate Movie Title: _____
- _____ T.V.
- _____ Overhead Transparency Projector
- _____ Screen (Self-Standing). Please circle size: 70" - 80" - 96"
- _____ Public Address Equip. Specify Qty: ___Speakers ___Speaker Stands ___Microphones ___Mic Stands
- _____ Services of a Projectionist
- _____ Other items: _____

X _____
 Authorization Signature of General Office Date Authorized Federation of Students Stamp