PURPOSE: To provide ample equipment and furnishing for all functions scheduled in the Harper Center for Student Life and Learning.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: The Harper Center for Student Life and Learning has a variety of equipment and furnishings available for functions held in the Harper Center for Student Life and Learning. All equipment and furnishings are reserved on a first come, first served basis.

Repair or replacement costs of equipment or furnishings abused during a function will be billed to the client.

Generally clients of audio/visual equipment must provide their own equipment operators. Equipment operators may be provided at an hourly charge. See policy 4.1.

Setups requiring the movement of furnishings must be arranged with the Reservations and Event Planning office. Furnishings should be moved by the Harper Center for Student Life and Learning staff. Clients should not move furnishings.

Equipment and furnishings will not be rented or loaned for use outside the Harper Center for Student Life and Learning.