

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Equipment			NO. 5.1		
ISSUED Feb. 1988	REV. Feb. 2006	REV. March 11, 2008	REV.	REV.	REV.
POLICY Equipment Available			PAGE OF 1 1		

PURPOSE: To maintain an adequate supply of equipment to assist customers in the production of events

SOURCE: Student Center Administration

POLICY: The Student Center has a variety of equipment available for use with room reservations. There is no charge to use the equipment. It is reserved on a first come, first served basis. The equipment available includes:

- 3- Smart carts, with LCD projector, desktop computers, VCR, DVD capabilities, and wireless mouse
- 1-House sound system in the ballroom
- 1-Portable sound system
- 6-floor microphones
- 2-handheld wireless microphones
- 3- TV/DVD/VCR systems
- 5-Overhead projectors
- 3-35mm slide projectors
- 2-wooden table top podiums
- 2-wooden floor podiums
- 1-acrylic floor podium
- 4-music stands
- 2- 9 foot X 12 foot projection screens, available in front or rear projection
- 2- 50 inch portable projection screens
- 1-60 inch portable projection screens
- 4-flip charts on easels
- 12-easels
- 11- brass stanchions and velvet ropes
- 1- 8 foot X 6 foot 6" riser
- 4-8 foot X 6 foot portable stage units
- 2-portable stair units
- 1-dancefloor in 42-3 foot X 3 foot sections
- 3-portable boom box systems

Equipment will not be rented or loaned for use outside the Skutt Student Center unless approved by the Director of the Skutt Student Center. A request must be filed with the reservationist a minimum of two weeks prior to the date requested. Special conditions and rental or deposit fees may be applicable to these requests.

Signature/Date
 Skutt Student Center Advisory Board Member

Signature/Date
 Vice President for Student Services or
 Designated Representative