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
- 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.