

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Equipment			NO. 5.2		
ISSUED August, 1987	REV. April 11, 2003*	REV. March 11, 2008	REV.	REV.	REV.
POLICY Equipment/Furnishings Usage			PAGE 1	OF 1	

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

SOURCE: Skutt Student Center Administration

POLICY: The Skutt Student Center has a variety of equipment and furnishings available at no charge for functions held in the Skutt Student Center. 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 users of audio/visual equipment must provide their own equipment operators.

Setups requiring the movement of furnishings must be arranged with the reservations/event planning manager and furnishings should be moved by the Skutt Student Center staff. Users will not move furnishings.

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

*Wording updates

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services or
 Designated Representative