

Projector and Media Laptop Usage, UUSO Policy

Revised February 15, 2017

Approved February 15, 2012

UUSO owns a video projector. This projector is available for use for UUSO events and for those renting UUSO facilities.

1. The projector (and the laptop computer that works with it) will be stored in the AV closet at 12 Ford Avenue.
2. The Office Administrator will maintain a "Projector Schedule/List" and a list of those trained and authorized to use the projector.
3. Those wishing to use the projector must reserve it by contacting the Office Administrator and being added to the Projector Schedule. (If the Office Administrator is not available, the Minister or the Director of Religious Education may authorize and schedule projector use.)
4. Only a trained/authorized projector operator may reserve the projector and that person must be present for any use of the projector.
5. For non-UUSO sponsored events, there will be a \$30 projectionist fee for the first 2 hours, paid to UUSO. Additional hours will be billed at \$15/hour. (2/3 of the total fee will be remitted by UUSO to the projectionist.)
6. The projector may not leave UUSO premises for non-UUSO events without approval of the Office Administrator or the Minister.
7. Any special discount or waiving of rental fees must be approved by the Board.

Replaces "Projector and Media Laptop Usage Policy" of October 21 2015

Replaces "Projector and Media Laptop Usage Policy" of June 18, 2014

Replaces "Projector and Media Laptop Usage Policy" of December 15, 2012

Replaces "Projector and Media Laptop Usage Policy" of February 15, 2012