

# HUSTON-TILLOTSON UNIVERSITY PROCEDURES FOR USE OF LIGHTING AND SOUND EQUIPMENT

Anyone using the Chapel for a program - external or internal - and who requires use of the lighting and sound equipment must contract a Lighting and Sound Technician. The technician is a student or staff who has been trained on the HT system and is the only person(s) authorized to operate the system.

1. The technician is contracted at the time the facility is contracted by the sponsoring event coordinator.
2. Once the technician is contracted, the Business Office will share that information with the University Chaplain.
3. For all internal users: all paper work regarding the chapel technician needs to be submitted at the time the facility is contracted; the chaplain will submit the necessary documentation to the Business Office for the requisition to be processed. Failure to submit paper work so that the technician can be paid by the end of an event will result in a late fee of \$20.00 to be attached to the technician fee and the possibility of denial of future use of chapel technical equipment.
4. The chaplain or lead technician will contact and schedule the technician.
5. The chaplain or lead technician will call and give the name of the technician to Events Management who will then confirm with all parties involved.
6. Events Management is the only person who can confirm a technician.
7. The chaplain, upon receiving confirmation, will determine if the group involved needs to be contacted in an effort to meet their needs. If necessary, he will then put the technician in contact with the event sponsor.
8. The technician will secure the key to the system from the chaplain one day prior to the event. At that time an equipment check will be performed.
9. The technician will receive a copy of the contract. If a request is made beyond that contract, the technician is to make a note of the change or addition on the contract and the group will be charged accordingly. On the reverse side of the contract the technician is to note any equipment malfunctions or breakages.
10. The technician is to return the key to the chaplain after the event; prior to receiving payment, the chaplain or lead technician will check equipment with the technician to ensure that equipment is in proper working order and that no repairs are needed.
11. The technician will receive his/her check from the chaplain at the completion of the equipment check.
12. Those persons using the chapel for academic purposes do not need to request the services of a technician (academic purposes means that students will receive a grade for work in the chapel, i.e. recitals, speeches etc. All other uses require the contracting of a technician.
13. Those instructors using the equipment for academic purposes must go through the close-out procedure with the chaplain or lead technician following an event or activity.

Note:

1. Students/staff are hired to work the lights and sound only. They are not there as stage hands.
2. Records regarding events and technicians used will be kept for one academic year and are the responsibility of the chaplain.

8/2010