

MCAD Student Use of AV Facilities - 2018-2019 Policies

Auditorium 150 -

No access to student clubs or individual student use without prior approval by the Director of Media Technology Services and the Assistant Director of Student Activities. Requests for Auditorium 150 consideration must be made using the Room Reservation Form, linked from the MCAD Intranet menu ("Course/Room Schedule".) A Media Technology Services tech staff member must be present for the duration of the event and a support fee will be charged back to the club, student, or Student Affairs department depending on the terms of the usage agreement.

Auditorium 140 -

Access only to clubs with a representative that has been trained on the room's system. No access to individual students for events that aren't represented by an MCAD-sanctioned club (please use a classroom, Morrison projection room, or the College Center.) Trained student representatives must be present for the full duration of the auditorium AV system being used. If that individual can not be present the club must cancel their event, move it to a non-AV embedded room, or coordinate the training of an alternate individual at least 3 days before the scheduled event.

All other spaces with installed AV technology including e-classrooms, College Center, Morrison Projection Room -

These are the preferred spaces for student and club use of college AV for screenings, events, video games, etc. Student clubs must have at least one representative that has undergone training on the specific room's systems. Trained student representatives must be present when club events happen and the AV systems are being used. If that individual can not be present the club must cancel their event, move it to a non-AV embedded room, or coordinate the training of an alternate individual at least 3 days before the scheduled event. Requests for use by club and non-club events can be made from the Room Reservation Form, linked from the MCAD Intranet menu ("Course/Room Schedule".)

General Information -

AV training for clubs is provided by Media Technology Services at the beginning of each semester. It is the responsibility of the student clubs that wish to use the AV of the identified rooms to select a representative to participate in the training. Clubs are welcome (and encouraged) to send multiple students for training.

AV training can also be provided to individuals outside the scheduled sessions on an as-needed basis but require a request be made to the Media Center at least three days before the event happens.

Facilities must be left clean and ready for class use when your event is over. It is your responsibility to pick up any garbage, turn off the AV systems, turn off the lights, and shut and lock the space's doors when finished.

If you arrive to the room and the facility's AV systems are not worked as needed, please contact the Media Center technical support staff (x1639) or email at av_support@mcad.edu. Support staff are available from 9am-7pm, M-Th and 9am-5pm, Fri. Outside these hours, please visit the Help Desk in 319 for possible assistance. Do not attempt to fix AV equipment or cabling issues yourself. Doing so may result in compounded damages which you will be responsible for.

Abuse of equipment, purposeful damage, rewiring of cables, using the room's AV without a trained representative present, or other general misuse will result in a loss of access to the space for the individual or club.