MCAD Student Use of AV Facilities - 2022-2023 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. Reservations must be booked through the Room Reservation Form. 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.

College Center -
Use of the College Center's AV system requires attendance by a representative that has undergone training on that AV system. 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 must be made from the Room Reservation Form. Keys to the AV Rack must be reserved and picked up from the Media Center.

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 and schedule an appointment with the AV Specialist. 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 to 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 working as needed, please contact the Media Center technical support staff (x1639) or email at av_support@mcad.edu. Support staff are available from 9am-5pm, M-F. No weekend support is provided. 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 including damages incurred may result in a loss of access to the space for the individual or club.