

BMU EQUIPMENT POLICY

I. NAME

This document shall be called the BMU Equipment Policy.

II. PURPOSE

This policy is, and will be in effect in order to set guidelines for the use, storage, and monitoring of BMU equipment.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Facilities Committee (ASFC) and the Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the ASFC and reported to the BOD.

V. GUIDELINES

A. Use:

1. Portable staging or sound equipment may only be used for official purposes by recognized student organizations and other groups utilizing the BMU. Portable staging may be used by the University, recognized student organizations, Associated Students (AS) programs and groups utilizing the BMU and other areas on campus.
2. All equipment must be reserved through Conference Services.
3. Equipment is not available for personal use and may not leave the BMU. Any exceptions must be approved by the Associate Executive Director.
4. The AS Conference Services or AV Tech staff are the only persons authorized to transport the stage sections. If the appropriate staff is not available to move the stage sections, the stages may not be reserved.
 - a) AS programs are not charged a delivery fee if the stages are being used on the Kendall Lawn or Trinity Commons areas of campus.
5. The AS Programs are not charged the per-section rental fee for use of stages.

B. Responsibility of Users:

1. Any damages incurred during use shall be the responsibility of the organization reserving the equipment.

Approved BMUC: 2-22-91
Approved BOD: 3-19-91
Revisions Approved BMUC: 5/1/02
Reported to BOD: 5/6/02
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