



Penn Yan United Methodist Church *Proposed Policy for* **Audiovisual Support**

This audiovisual policy will ensure consistency and good stewardship of the church's audiovisual equipment and provide support to those groups requesting use of our systems. In order to avoid confusion, we request that this form be completed for all requests. It should be completed and returned to the church office in order for it to be forwarded to the Technical Coordinator no later than one week prior to the event in order to set up any equipment that will be needed (funerals as soon as possible).

The Church Office will e-mail this information to the church Technical Coordinator. If the sanctuary projector or sound board (excluding the pulpit or handheld microphones) are requested, a member of the Tech Team may be present as much as possible.

In the event that you have not paid a building use fee, there will be a charge of \$25 to compensate for technical support. If the support person must be present for more than one hour, there will be additional fees.* (see reverse) Groups connected to the United Methodist Church are encouraged to take a "love offering" to compensate the technical support person for his/her services.

When scheduling your event please indicate which space is being requested:

Upstairs Sanctuary Downstairs Fellowship Hall Memorial Bldg

Will your group be:

1. Using microphones? No Yes – How many _____
2. Playing sound (tape, CD)? No Yes – How _____
3. Recording sound? No Yes – How _____
4. Using a DVD? No Yes
5. Playing instruments? No Yes – Kind _____
6. Using a computer? No Yes – PC Mac – adapter?
7. Using computer with Sound? No Yes
8. Using TV/VCR/DVD in another location? No Yes Where? _____

Contact Person _____

Group or Organization Name _____

Email Address _____

Phone # (cell preferred) _____

Date Requested _____

Rehearsal? no yes Date: _____

This information form will assist the tech team in knowing who will be using the equipment and ensuring that appropriate equipment is available and will function as requested.



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Fee Schedule

If the technical support person is required to stay through your program, the following fee schedule will be followed:

Base Fee

Set-up and/or Instructions \$25.00

Additional Fees

One additional hour*	15.00 + 25.00 (base fee)
One-half day (4 hours)	30.00 + 25.00 (base fee)
All day (8 hours)	50.00 + 25.00 (base fee)

*based on half-hour increments

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