

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy and
Procedure (AP) 54.1
Effective Date: 10/25/84

SUBJECT: Use of Portable Stage and Sound Equipment for Public Events

PURPOSE

To establish policies and procedures for using portable stage and sound equipment of Student Performance Group.

GENERAL POLICY

1. Portable stage and sound equipment of Student Performance Group may be used on occasion by other University agencies for public events which are not exclusively class activities.
2. The Director of Student Performance Group on request will assist in planning the use of equipment and will determine which equipment may be borrowed, how it may be used, and when its use can be scheduled.
3. Student Performance Group will deliver, set up, operate, and pick up equipment whenever possible and practical; however, at the discretion of the Director, the using agency may be asked to do this.
4. The University agency using equipment will be responsible for the security of the equipment until it is returned to Student Performance Group.

AUTHORITY

Article VII, Section 4, of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

PROCEDURES

1. Types of equipment available are listed in Appendix A.
2. Requests to borrow equipment for an event are made as follows:
 - a. Complete in detail an Equipment Reservation Request (Appendix B) which may be obtained from the Office of Student Performance Group.

- b. Return the complete Equipment Reservation Request to the Office of Student Performance Group as far in advance as possible of the anticipated date equipment will be needed.
 3. Delivery, operation, and pickup of equipment for an event will be accomplished by Student Performance Group as follows, unless otherwise specified by the Director:
 - a. Delivery and setup of equipment will be completed at least 15 minutes prior to the time indicated on the Equipment Reservation Request.
 - b. Operation of electronic and mechanical equipment will be done by qualified personnel of Student Performance Group, as required.
 - c. Pickup of equipment will be initiated as soon as may be practical when an event is completed.

Cooper R. Mackin
Chancellor

APPENDIX A., (AP) 54.1

TYPES OF EQUIPMENT

I. Movable Stage Equipment

A. Lecterns

1. Floor model with reading light
2. Table-top model with reading light

B. Easels

1. Free Standing with chart holders
2. White boards with erasable liquid markers

C. Gavel

D. Music Stands

E. Music Stand Lights

II. Sounds Equipment

A. Microphones – Unidirectional

B. Microphone Stand – Table-Top, Floor or Boom Models

C. Mixing Boards

D. Amplifiers

E. Speakers

F. Stereo Cassette Tape Recorder and Player

G. Electric Piano

H. Synthesizer

I. Intercom Head Sets

J. Electronic Pitch Measuring and Production Device