



- To check out the media cabinet keys take the signed CPR and your ID to Media Loan during their business hours, 2<sup>nd</sup> floor of the Library, x5545.
- **Obtaining proper training, locking the equipment, and returning the key will be your responsibility.**

## FAQ

**Q: What are your rates?**

**A:** See the link above. This will give you a general idea of charges. When you meet with an EM producer you will get the actual charge or an estimate for large event requests. This will be written up on your **CPR** and signed by an EM producer.

**Q: Why do I have to pay for EM services?**

**A:** Washington state code requires that funded campus groups, including Student Activities, be charged for services provided by Media Services groups.

**Q: Will I be charged for equipment checked out through Media Loan?**

**A:** Yes, you will be charged for it. You may only check out equipment if approved by an EM producer or Media Loan staff.

**Q: How do I verify my request is understood?**

**A:** After meeting with an EM producer, we will generate a work order along with an estimate that will be emailed to your advisor. If we have your email address we can also email a copy to you. You should review and verify the details and notify an EM producer regarding adjustments.

**Q: What if there is a technical problem during my event?**

**A:** For a labor fee you may request that a staff person be on hand during your event. You may also call x6270 during business hours for help on the day of your event.

## LONGHOUSE

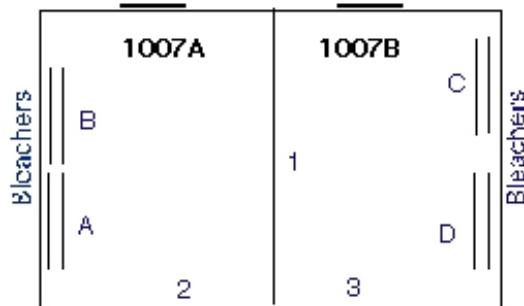
Electronic Media moves the walls in the Longhouse. Visit the LCC prior to your event to get a feel for the space.

The LCC has built-in sound and data projection systems. The basic rate starts at \$50 and goes up from there depending on sound or other documentation needs. Sound equipment can also be brought into the space if deemed more appropriate for your event.

Please let us know how we may be of assistance.

Best of luck!

### Longhouse Cultural Center (LCC) North Room (1007)



Welcome Hall

Main Entrance  
From Red Square



Numbers indicate moveable wall sections.  
Letters indicate moveable bleacher sections.  
Wall move and media help -- Call Electronic Media x6270  
Bleacher or Fireplace help -- Call Facilities x6120