

S & A Productions Equipment Policies

I. RESERVATIONS ARE FOR ON CAMPUS USE ONLY

Equipment is available on a first come first served basis:

1. Reservations can be made in the Productions Advisor's office or over the phone at 360.867.6222.
2. Please make reservations at least one week in advance. Same day arrangements may not be honored.

II. RESERVATION PRIORITY

- First: S & A Productions
 Second: Student Organizations
 Third: Academics and other Campus Offices
 Fourth: Conference Services

III. CHECK OUT PROCESS (RSO's must have initiated a TPW before making a reservation)

S & A Productions inventory includes sound and/or lighting equipment:

1. Equipment reservations can be made during the hours of **8:30am to 5:00pm**. Reservation deadline for events that occur during evenings and weekends must be made by 12:00 noon on Fridays.
2. Currently enrolled student coordinators of **Registered Student Organizations, Faculty** and other Evergreen offices may check out equipment. RSO coordinator must be able to provide student ID with valid sticker for the quarter.
3. Only recognized college offices with org. numbers are authorized to reserve equipment. Organization numbers are required to initiate the reservation process.

III. CHECK-IN PROCESS

Return all equipment to the S & A Productions office:

1. Equipment should be checked in between the hours of 8:30am to 5:00pm, Monday through Friday.
2. If an organization checks out equipment for an after hour or weekend event, it is the event sponsor's responsibility to securely store the equipment until it can be returned.
3. Returned items will be inspected for damage or missing parts. If equipment is broken or missing parts, the event sponsor will be charged for repairs and replacements.

IV. OVERDUE ITEMS

Equipment must be returned on or before the due date:

1. There will be a \$5.00 late fee charged for each day items are past due.
2. Organizations with past due items will not be allowed to check-out additional equipment until past due items are returned.

S & A Productions Assistants can be hired as sound and lighting technicians for RSO events at the rate of \$10.00 per hour. Proficiency is required for any organization checking out equipment without a sound technician.

Sound Equipment	Student Organization Rates	Conf. Services/State Agencies
Large Sound System	\$70.00	\$100.00
Small Sound System	\$50.00	\$ 80.00
Mackie 16 Channel Sound Board	\$50.00	\$ 80.00
Sound Craft 16 Channel Board	\$50.00	\$ 80.00
JBL ON 6 Channel Board	\$20.00	\$ 30.00
16 Channel Snake	\$20.00	\$ 40.00
JBL 10" Powered Speaker	\$10.00 ea. or \$20.00 pair	\$ 20.00 ea. or \$40.00 pair
JBL 15" Powered Speaker	\$15.00 ea. or \$25.00 pair	\$ 25.00 ea. or \$50.00 pair
JBL 15" Powered Sub Speaker	\$25.00 ea. or \$35.00 pair	\$ 30.00 ea. or \$40.00 pair
Speaker Stands	\$ 5.00 ea. or \$10.00 pair	\$ 10.00 ea. or \$20.00 pair
Microphone SM-58 or SM-57	\$ 8.00	\$ 12.00
Direct Input Box	\$ 7.00	\$ 10.00
Lighting Equipment	Student Organization Rates	Conf. Services/State Agencies
Portable Lighting System	\$ 70.00	\$100.00
Spot Light w/color gels	\$ 40.00	\$ 60.00