

**To:** All Union Staff  
**From:** Dee Kehrberg  
**Re:** Equipment Policies  
**Effective:** October 1, 2002

### **Sound and Light Equipment**

Reeve Union owns a variety of sound reinforcement and theatrical lighting equipment that is available to customers and may be reserved through the Union Reservations Coordinator. Equipment Rental fees and student labor charges as they relate to the use of the equipment are outlined in the Meeting and Event Planning Guide.

Sound and lighting equipment may be used elsewhere **on campus for select, recognized organization activities**. If an event is held in a location other than Reeve Union (outside, another building on campus, etc.) a Reeve Union Audio-Visual Technician will be required to deliver and set up the equipment, monitor the equipment during the event, and return the equipment to Reeve Union immediately following the event. Labor will be charged on an hourly basis, beginning when the equipment is picked up from Reeve and ending when the equipment is returned to the tech room. A \$25 travel fee is assessed each time equipment is moved outside of Reeve Union.

### **Reeve Union equipment**

Meeting room and audio-visual equipment owned by Reeve Union is not permitted to leave the building. Requests for exceptions to this policy may be made through the Reeve Union Reservations Coordinator, who will consult with the Director for approval.

### **Food Service Equipment**

Food service equipment owned by Reeve Union may not be used by other than the contracted University food service provider. The University food service provider may be contacted through the catering department to provide needed equipment and services at venues other than Reeve Union or Blackhawk Commons. Requests for exceptions to this policy may be made through the Reeve Union Reservation Coordinator, who will consult with Director for approval.

Reeve Union allows student organizations and University departments' use of a popcorn popper, cotton candy machine and sno-cone machine. User groups should reserve the equipment no later than 10 days in advance of the date needed. The equipment is reserved on a 'first come – first served' basis. Food product must be ordered and purchased through Reeve Union. A \$50 deposit is required before the reservation date; cash or a Peoplesoft account number may be used for the deposit and food product. The deposit will be returned if the equipment is returned clean and undamaged.