



# PRESBYTERY OF GENESEE VALLEY POLICIES GOVERNING USE OF AUDIO-VISUAL EQUIPMENT

## Policies Governing Use of Audio-Visual Equipment

- Audio-visual equipment is available at the Presbytery office, 1049 Wegman Road for use by the churches and all units of the Presbytery. Wide use of this equipment is encouraged.
- A responsible adult should check out all equipment and accessories. The procedure includes adequate training in use, filling out the appropriate form (noting all equipment taken and dates of borrowing, use and expected return) and the signing of an agreement, accepting full responsibility for the equipment.
- Equipment should be returned promptly according to the arrangements made in advance.
- Borrower should use the enclosed checklist to be sure all parts of the equipment is being returned.
- The borrower is responsible for repair or replacement cost resulting from damage or loss of equipment while away from the Presbytery office.
- Equipment should be carried-on (not checked) on when traveling by air, train or bus.
- Please call the Presbytery Office to reserve your equipment needs as soon as they become known to you.
- All equipment must be picked up and dropped off in person according to the agreed lending time.
- A release agreement must be signed before borrowing equipment.