

AV Equipment Policy

Pardall Center Governance Board Operational Directives

Associated Students, University of California— Santa Barbara

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§1. Purpose

This policy governs the use, storage, and lending of audiovisual (AV) equipment at the Pardall Center. It ensures that projectors, screens, adapters, and related equipment are used responsibly, kept in good condition, and available for events. These guidelines promote fair access, accountability, and longevity of AV resources.

§2. Storage & Security Instructions

All AV equipment must be stored in its designated location when not in use. Ensure that they are in their protective cases to prevent dust and accidental damage. Always verify the drawers are locked before leaving.

§3. Check Out Policy

The AV equipment cannot be removed from the Pardall Center premises except without prior approval by the Pardall Center Coordinator. It is available strictly for use within the Pardall Center for official organizational events and Pardall Center-hosted events. Only authorized users affiliated with UCSB organizations or departments may check out the equipment.

§4. Liability

Users are responsible for AV equipment during the check-out period. Damages or loss incurred in use must be reported immediately. The organization or individual who checked out the equipment may be held liable.

§5. Policy Acknowledgement

By using or checking out AV equipment, the borrower agrees to comply with this policy. Non-compliance may result in fees, replacement charges, or restrictions on future borrowing.

Name

Signature

Date

§6. Date Adopted & Amended

The Pardall Center Governance Board voted to adopt this policy on **10/07/25**. The names of the Chairs at time of adoption and amendment have been listed below.

*A. Adopted on **10/07/25** by **Hannah Adams-Claros***