



University of Missouri - Kansas City
Student Life Office
Policy Statement

SOUND SYSTEM EQUIPMENT USAGE

1. Sound equipment may not be checked out without completing the "Sound System Check Out Form" (see attached) and attending a training session with a Student Life Office staff member. Two members of the reserving student organization must attend the training session. These must be the same two students who will be operating the system.
2. The sound equipment needs to be reserved no later than two weeks prior to the date of the event. Equipment will be reserved on a first come, first serve basis.
3. The sound equipment may be reserved only for one time special events. The equipment is not for use at events occurring on a regular basis.
4. The student organization will be fiscally responsible for replacing any damaged or missing items. The sound system must be checked in and out with a Student Life Office staff member.
5. The sound system may only be used in areas that are serviced by the University Center. These areas include the University Center, the University Center Parkway, the Playhouse and Swinney Recreation.
6. The sound equipment check in and out times and dates must be prearranged with a member of the Student Life Office staff.
7. The equipment may not be used in any other way than what is covered in the training session. This includes, but is not limited to disconnecting/reconnecting the cables and/or wires of the sound system.