

**FACILITY POLICY**  
**V. J. and Angela Skutt Student Center**  
**Harper Center for Student Life and Learning**

SECTION Reservations and Event Policies			NO. 3.11		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Equipment/Furnishings Usage			PAGE      OF 1            1		

**PURPOSE:** To provide ample equipment and furnishing for all functions scheduled in the Skutt Student Center and Harper Center for Student Life and Learning.

**SOURCE:** Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

**POLICY:** The Skutt Student Center and Harper Center for Student Life and Learning have a variety of audio/visual equipment and furnishings available for functions held in reservable spaces. All equipment and furnishings are reserved on a first come, first served basis.

Repair or replacement costs of equipment or furnishings abused during a function will be billed to the client.

When clients use audio/visual equipment they must provide their own equipment operators, however, equipment operators may be provided at an hourly charge. See policy 4.1.

Setups requiring the movement of furnishings must be arranged with the Reservations and Event Planning office. Furnishings should be moved by the Skutt Student Center and Harper Center for Student Life and Learning staff. Clients should not move furnishings. A fee may be assessed if equipment or furnishings are moved. (see policy 4.1 for fees)

Equipment and furnishings will not be rented or loaned for use outside the Skutt Student Center or Harper Center for Student Life and Learning.

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