



Ebenezer UMC Multimedia Usage Policy/Request Form

Purpose: The goal of the Multimedia Ministries team is to provide support for all groups that use EUMC facilities and require A/V equipment. This policy is being established to protect EUMC's investments in A/V equipment, maintain said equipment, better assess future A/V needs, and to facilitate our support of other ministries.

Definition of A/V Equipment: All installed audio and video equipment within the Gathering Room and Sanctuary, as well as professional portable audio and video equipment (i.e. video cameras, portable sound systems, video projectors and screens, etc.). The automated systems in Ministry Center rooms B01 and 101 do not fall under this requirement due to their self-serve nature. If you need the extended A/V support available in B01 (i.e. full sound board to support a band), this request form must be filled out and submitted.

Carted televisions, projectors and boom-boxes are not considered media equipment under this policy and do not require checkout.

Persons Authorized To Use A/V Equipment: Only authorized users may operate A/V equipment. Authorized users are those persons who have been formally trained and/or approved by the Director of Technology. These persons, herein referred to as "techs," are fully responsible for setup and take-down of all A/V equipment. Techs are also responsible for proper documentation of problems with any A/V equipment while being used. Any problems must be documented in writing and submitted to the Director of Technology.

Requesting a Tech: Requests must be submitted in writing to the Director of Technology no less than two weeks prior to the event. Request forms may be picked up from the Church office. (Forms are above the counter in the office.) Specific techs may be requested, but are not guaranteed. Also, a submitted request does not guarantee that a tech will be available. Every effort will be made, however, to support the needs of the church. Recurring weekly events, such as worship services, youth groups, etc., need not submit requests.

Today's Date: _____ **Date of Event:** _____ **Time of Event:** _____

Event: _____

Group making request: _____

Contact Name: _____ **Phone:** _____

Location: (check all that apply) ☐ Sanctuary ☐ Gathering Room
☐ B01 ☐ Other: _____

Number of People Attending the Event: _____

Request a specific tech: ☐ No, anyone will do ☐ Yes: _____

Type of support needed: ☐ Audio ☐ Video ☐ Both

Media being used: (i.e. CD, DVD, Power Point presentation, microphones, etc.)

Other information that may help us to better support your event:

You may email this form to jmills@ebenezerumc.org by clicking the submit button below or by placing your completed form in James Mills' box across from the Church office.