

Academic & Event Technology Services

Special Event - Equipment Setup Policy

July 1, 2012

PURPOSE:

This document outlines the terms and conditions governing the loan, delivery and setup of multimedia, audio-visual, computer equipment and/or technical services for special events scheduled through the University's Office of Academic and Event Technology Services (AETS).

GROUP CATEGORIES:

The loan, delivery and setup of audio-visual and computer equipment is available for use at special events sponsored by both University-affiliated and non-affiliated groups. Services will be provided to four basic groups, categorized as follows:

- Affiliated groups conducting requisite University business. Requisite University business is defined as an activity or event that is essential to the daily operation of the University. Examples include but are not limited to: Board of Trustees meetings, President's Cabinet meetings, Commencement, budget meetings, hiring and search committee meetings, University press conferences, Faculty Senate meetings, SAC meetings, Planning & Budget Committee and subcommittee meetings, scholastic and staff award ceremonies, orientations, official departmental and sanctioned committee meetings, etc.
- Affiliated groups moderating events that are not requisite to the daily operation of University business. Examples include but are not limited to: social gatherings, receptions and parties, athletic events, University-wide celebrations (e.g., "Welcome Back,") on or off-site retreats, etc.
- FGCU student-affiliated or sponsored groups and clubs.
- Non-affiliated OR revenue-generating events or activities. Examples include but are not limited to: fundraising events, for-profit organization or corporate meetings, concerts, etc.

BASIC SERVICES:

- AET staff deliver, setup and test equipment
- AET staff dismantle and return equipment

FEE SCHEDULE:

Rates for available equipment are calculated as follows:

GROUP CATEGORY			
Activity/event requisite to University business	University-affiliated non-requisite activity/event	FGCU student-affiliated activity/event	Non-affiliated or revenue-generating activity/event
No charge	15% discount	30% discount	Full base Price

Please see the [Equipment Charges list](#) for detailed pricing.

SPECIAL STAFFING SERVICES and SURCHARGES:

AETS reserves the right to impose an event surcharge *within any group category* for the following special services:

- Setups exceeding one hour
- Operator during event
- Off-campus and/or weekend setups
- Setups requiring AET staffing resources beyond the scope of normal staffing levels.

SURCHARGE SCHEDULE:

Setups exceeding one hour...	\$30/hr per technician
Technical operator during event...	\$30/hr per technician
NEW Live event video capture/stream...	\$45/hr per technician
NEW AET basic event video editing...	\$30/hr
Off-campus and/or weekend setups...	\$50/hr per technician
Setups requiring AET staffing resources beyond the scope of normal staffing levels...	\$30/hr per technician

EQUIPMENT RESERVATION:

For requisite University business, we understand that emergency equipment needs must be met. However, when possible, the following policy will apply:

The requestor must electronically submit an Instructional Technology Special Event Equipment Request Form (<http://itech.fgcu.edu/equipmentloan/SpecialEventsEquipmentLoan.asp>) The request must be received by the IT Office at least ten working days prior to the scheduled event. A notice confirming the availability of the requested equipment and services will be returned to the requestor via email by the next business day.

IMPORTANT NOTE: Requests made by groups conducting University requisite business are given top priority and may supersede pending requests made by other groups. All other requests are filled on a "first come, first served" basis.

PAYMENT SCHEDULE:

University – affiliated and student groups:

Any fee that may apply must be paid via internal transfer from departmental Fund/Org/Index into the Academic & Event Technology's Auxiliary Account. *Account information will be noted on the invoice.*

Non-affiliated groups:

Payment by check must be received at least five business days after invoicing. *Mailing instructions will be noted on the invoice.*

CANCELLATION POLICY:

All groups:

The full fee for equipment setup will be refunded when a cancellation request is received via electronic mail and is postmarked at least twenty-four hours prior to the scheduled event. Notifications received after this deadline may incur a cancellation fee equal to 50% of the total cost of equipment setup.

IMPORTANT NOTE: A full refund will be granted when a cancellation is initiated by AET due to equipment failure or emergency scheduling of an event requisite to the business of the University.

PROPERTY DAMAGE:

University – affiliated and student groups:

A fee to repair or replace damaged equipment may be charged to the account of the responsible group.

Non-affiliated groups:

The \$100 equipment deposit may be used toward repair or replacement of damaged equipment. Any additional costs for repair or replacement will be invoiced to the event sponsor.