

EQUIPMENT RENTAL

IMS has audio-visual equipment for Wesleyan Community members to rent.

- Requests must be accompanied by a copy of event confirmation sheet from the University Events & Scheduling Office.
- All fees will be charged to the account number provided on the request form.
- A valid account number is required for all equipment rental requests.
- All rental requests must be accompanied with appropriate authorization from the Student Activities office or the University Events & Scheduling office.
- Checks or cash will not be accepted.
- For information on available equipment and prices, please visit the IMS website.
- IMS reserves the right to alter equipment prices at any time without prior notice.

LARGE SCALE EVENTS

LARGE SCALE EVENTS (LSES)

Events that require full resources and support of Special Events

- LSEs must meet one of the following requirements:
 - Require a technician for more than 3 hours
 - Require videotaping of an event
 - Have complicated requests for multiple pieces of equipment that must be setup by a trained technician.
- Details of equipment and technicians must be submitted at least 2 weeks in advance.
- Full Special Event support cannot be guaranteed for events that are scheduled less than 2 weeks in advance.
- These requirements supercede any of the other policies regarding events.

EVENT SCHEDULING

FOR STUDENTS

- All events must be scheduled through the Office of Student Activities and Leadership Development at least 5 business days in advance

(x2143) (email: nchabot@wesleyan.edu)

- Audio/visual needs must be specified at the time of request.
- Requestor must provide a valid Wesleyan University account number at time of request.
- Checks, cash, and credit cards will not be accepted.

FOR FACULTY/STAFF/OUTSIDE GROUPS

- All events must be scheduled through the University Events & Scheduling Office at least 5 business days in advance

(x2280) (email: events-sched@wesleyan.edu)

- Audio/visual needs must be specified at the time of request.
- A valid account number must be provided at the time of request (inside groups).
- Checks, cash, and card will not be accepted at time of request.
- If a technician is required for the event, requestor must specify at time of request.
- Failure to provide accurate information for the initial request may result in an event that is not fully supported.

Note:

- IMS is not responsible for its inability to provide support to events if contact/changes are not made at least 3 days prior to the event
- Students providing Wesleyan University account numbers must have an authorization from the account manager to use the account for the purpose of the event
- Misuse of account numbers or attempts to abuse account numbers will be considered as fraud and reported to appropriate authorities
- AV services will not be scheduled for Semi-Academic or Extracurricular events until a confirmation sheet is received from University Events & Scheduling Office. (NO EXCEPTIONS)

CAMERA RENTAL AND RECORDING & POST PRODUCTION

CAMERAS

- Must be operated by trained IMS technicians
- Requests for camera rentals must be accompanied by a Camera/Technician request form and release
- The requestor must have the following information
 - The event to be videotaped
 - The duration of videotaping
 - Postproduction instructions
- Once the final product is delivered, any other requests will be charged an additional setup fee on top of the normal costs for duplication

ADDITIONAL REQUESTS FOR DUPLICATION

- Must be accompanied by an IMS Media Production Request & Release form
- Must have a form on file with IMS before any production can take place.

PICKUPS

- A pickup of a "107" multimedia rack key can be accompanied by room training upon request
- The rack key is provided free of charge.

Note:

- A charge is made against the borrower's group account number or WesID if key is not returned by the agreed upon date
- Due to room scheduling concerns, we may not be able to support requests for room training which are made less than 3 days in advance
- Rack keys are provided (free of charge) to professors and TAs throughout the academic year during the hours of 9a.m. to 1p.m. at the IMS Office (SC 113)
- Calls made to x4959 for Semi-academic and extracurricular events will be charged a fee for lockout requests

TYPES OF EVENTS

ACADEMIC EVENTS

Events that occur during

- The Registrar's Office's "Regulated Class Times" during the academic year and are registered in WesMaps

(for more information, visit:

<http://www.wesleyan.edu/registrar/RegulationClass-Times.html>)

- GLSP Courses/Student Seminars

Note:

- Academic Events will not be charged a fee for personnel or equipment services

SEMI-ACADEMIC EVENTS

Events that are:

- Affiliated with a WesMaps academic course, but fall out of the Registrar's scheduled times(i.e. TA sessions)

Note:

- Semi-Academic events will not be charged for equipment services, but will be charged for personnel hours
- Semi-Academic events will incur charges for lockout requests.

EXTRACURRICULAR EVENTS

Events that are:

- Sponsored by groups outside of Wesleyan University
- Not listed as Academic or Semi-Academic events

For extracurricular events:

- Labor and equipment usage fees will be charged.
- IMS provides equipment to Wesleyan community members at half-cost.
- Media cabinet lockouts will incur charges.

IMS does not provide access to venues. Please contact Public Safety (x2345) if you need access to a locked building or room.

BLACK-OUT DATES

- Black-out dates for any event request will be posted 2 weeks in advance by the IMS director

- Requests for event support and equipment for semi-academic and extracurricular events may be declined during these times

- Black-out dates include (but not limited to)

- Reunion/Commencement
- Homecoming/Family Weekend
- Closing of the University during intersession

Note:

- The director reserves the right to declare a black-out period for requests at any time for reasons deemed necessary.

- Any last minute requests for equipment that are not on the event sheet may not be honored.

Note:

- Academic classes are exempt from this rule and should directly contact IMS Special Event for any required equipment.

DUPLICATION

Special Events Services POLICIES & PROCEDURES

AUDIO VISUAL SPECIALISTS
(860) 685-4877 ims-events@wesleyan.edu

WESLEYAN
UNIVERSITY



Instructional Media Services

