

General Information

(Please complete for below)

Teaching & Learning Technologies (TLT) has requested that the Registrar's Office, Scheduling Division levy a fee for the use of audiovisual equipment in auditoriums and classrooms when they are scheduled for activities not related to course instruction. However, it has come to the attention of TLT that facilities are sometimes used by student organizations which do not receive funds to support their activities and which do not charge for the activities and events they sponsor for students.

In instances in which such bone fide student organizations schedule and use facilities, TLT is willing to waive the equipment use fee if a responsible officer of the student organization will sign a statement indicating that the organization will not charge students for the event or activity and will be responsible to pay for any reconfiguration or repair necessitated by their use of the facility. TLT has prepared and attached the enclosed short form to cover such instances.

When such instances arise, please have the responsible individual complete and sign the **STATEMENT OF RESPONSIBILITY** form and waive the fee. Send the original of the form and a copy of the individual's student identification card to TLT.

STATEMENT OF RESPONSIBILITY

I represent _____ (name of student organization).

Members of this organization are scheduled to use equipment installed to support class instruction in _____ (building & room number) on _____ (date) at _____ (time). This is an event for activity for which students will not be charged.

In the event that it is necessary for Teaching & Learning Technologies (TLT) to reconfigure equipment or to repair damage to audiovisual equipment including data/video projector, video cassette recorder/player, audio equipment or other equipment installed for instructional use in this facility which may occur during its use by the organization or as a result of its use by the organization, the organization agrees to be responsible for related costs. TLT will charge \$30.00 per hour for reconfiguration or repair, the cost of parts needed for repair will be based on their actual cost.

Please print:

Name _____

Student identification number _____

Address _____

Phone number _____

Email address _____

Name of organization _____

Organizational officers: President/Chairperson _____

Treasurer/Fiscal Agent _____

Signature

Date