

POLICES AND PROCEDURES THE EVINGTON HALL

EHP 2 Use of Audio Visual (A/V) System Policy

ONLY AVAILABLE FOR USE BY TRAINED NOMINEE FROM REGULAR HIRER USER GROUPS

FOR PUBLISHING ON THE EVINGTON HALL WEBSITE AND PRINTED COPY IN THE 'PROCEDURES FOR HALL USERS' FILE TO BE FOUND IN THE HALL KITCHEN

The Evington Hall has a modern AV System that can cater for all Regular Hall User needs.

It comprises the following:

- Projector and screen
- DVD Player
- Amplifier
- Hearing Loop
- 3 Wireless Microphones (hand-held, tie clip and boundary)
- Laptop computer

The Hall's A/V System is available for use by all regular users of the Hall. Each organisation should be asked to nominate a responsible person to operate the A/V system. This person will then be given comprehensive instructions on how to operate the A/V system for their organisations' needs.

Notes

1. It is a requirement of the Equality Act 2010 that the Audio and Hearing Loop system should be used for all public meetings, presentations, film shows, etc.
2. Private hirers may request use of the A/V system.

Document Reference EHP2

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