

## **POLICES AND PROCEDURES**

### **THE EVINGTON HALL**

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

#### **AVAILABLE FOR USE BY TRAINED NOMINEE FROM REGULAR HIRER USER GROUPS OR FOR PRIVATE HIRERS UNDER GUIDANCE/SUPERVISION ON REQUEST**

**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.

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.

Private hirers may request use of the A/V system.

#### **Note**

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.

**Document Reference EHP2**

**ORIGINATED JULY 2021**

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