



**Title:** Audiovisual Equipment Policy  
**Effective Date:** June 5, 2025  
**Issuing Authority:** Senior Vice President for Administration and Finance  
**Policy Contact:** Associate Vice President of Information Technology and Chief Information Officer  
[helpdesk@mercer.edu](mailto:helpdesk@mercer.edu), 478-301-7000

## Purpose

This policy ensures the Mercer University audio-visual equipment is efficiently managed to best serve our students, faculty, staff, and outside organizations.

## Scope

This policy applies to audio-visual events that do not have a Mercer University sponsor. All audio-visual equipment or systems purchased with Mercer financial resources are considered Mercer owned and covered by this policy regardless of where they are located.

## Exclusions

None

## Definitions

As used in this policy, the following term(s) have the meaning specified below:

**AV:** audio-visual

**IT:** Information Technology

**POC:** Point of contact

**Sponsor:** a member of the Mercer University faculty, staff, or executive leadership who is hosting and will be present for the academic mission event.

## Policy Statement

### A. Audio Visual Support Requests

The group must provide Campus Reservations with a single point of contact (POC) for each event to facilitate the coordination of audio-visual equipment within the facility. The POC for the group must submit requirements to Campus Reservations **no later than 10 business days before the event is scheduled\*** and should include:

1. A list of all needed audio-visual equipment that is not in the facility.
2. A custom design or layout of equipment within the room (i.e., where you want the speakers and screen placed and where you want the stage/presentation area to be).
3. A request for audio or video recording of the event.

The form can be found at: <https://reservations.mercer.edu/about/reservation>

New audiovisual requests made within two business days of the event cannot be guaranteed service.

Changes to existing audiovisual requests made within two business days cannot guarantee new equipment will be available or able to be procured.

#### B. Fees

Audiovisual usage fees will apply to all non-classroom events. Classroom events are registrar scheduled, classroom sessions, for credit courses. All other events, meetings, presentations, etc. fall under the non-classroom event definition.

1. There will be a fee per hour for an A/V technician to set up/tear down and, if needed, work your event.
2. If you need someone for the whole event you will be billed accordingly. For example, most 1-hour events with a technician would be billed for 90 minutes (15 minutes of setup, 60 minutes for the event, 15 minutes of tear down). There are some events that take longer to set up and tear down which will be billed accordingly.
3. University AV will provide/support equipment, which is available in inventory, or installed within a scheduled venue. Requested equipment, which is not in inventory, or already installed in a venue, will require additional fees to rent from an external source. Repair or replacement charges will be required if the equipment is damaged during an event.

### **Additional Resources**

For a list of fees, visit: Services & Fees | Faculty | MU Information Technology at [https://it.mercer.edu/faculty/hardware\\_software/purchasing/services&fees.htm](https://it.mercer.edu/faculty/hardware_software/purchasing/services&fees.htm)

All charges must be processed via cash, check, or provision of a University operational cost center. IT is unable to handle charges through a University grant account.

### **Website Address**

<https://it.mercer.edu>

### **History**

Approved by the Executive Vice President of Administration and Finance on July 26, 2016  
Revised December 16, 2024  
Revised June 5, 2025