INTERNAL RESERVATIONS: University Housing & Dining, any residence hall student group or university department renting space from University Housing & Dining (i.e. SDS), residence hall summer conferences/camps (during summer conference period), or any person or department sponsoring a living learning community event may reserve the following meeting spaces and audio-visual equipment in the residence halls. Equipment rental is reserved for individuals that have completed the residence hall room reservation process ONLY.

Equipment Reservation Procedures
• To make an equipment reservation, please call the appropriate number listed below. Confirmations will be sent to individuals making the request.
• Special requests added to existing reservations must be made three days in advance. Approval for special requests will be granted in unique circumstances only. Special requests may include, but are not limited to, additional equipment or equipment from Currier, Hillcrest, or Mayflower (for sound system).
• For Van Oel MPR only, if a group uses the audio sound system, users must be trained by the Currier MPR technician or have the technician present at the event. For complicated AV needs, an AV Technician may be required by University Housing & Dining.
• Equipment must be checked-out from the appropriate 24-hour information desk. The user must present a valid photo ID at the time of checkout. The 24-hour information desk will retain the users ID until the equipment is returned.
• If additional maintenance set-up (i.e. electricity, etc.) is needed, reservations must be made fourteen working days in advance of the event.
• All equipment must be returned in good working condition. User must alert desk staff of any equipment problems immediately upon its return. If damage is determined to be beyond normal wear and tear, user may be responsible for cost of replacement or repair.
• University Housing & Dining reserves the right to refuse reservations or to cancel any reservation if an emergency arises or if the equipment is needed to conduct normal business.
• Failure to follow the outlined procedures and policies for using residence hall space may result in the loss of reservation privileges.

<table>
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<tr>
<th>BUILDING</th>
<th>EQUIPMENT AVAILABLE</th>
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| Burge     | TV/DVD Player (on cart)  
            Screen          |
| Daum      | TV/DVD Player (Daum Rec Room)  
            TV/DVD Player (on cart)          |
| Currier/Stanley | Portable Sound System  
                   2 TV/DVD Players (on carts)  
                   Video Projection Unit (MPR & Green Room)  
                   Permanent Screen (MPR & Green Room)  
                   Audio Sound System with CD and Cassette Capabilities (MPR)** |
| Mayflower | Permanent TV (South MPR)  
             Blu Ray Player (South MPR)  
             Screen, projector, and TV (Classroom) |
| Hillcrest | Projection Unit (Conference Room)  
             TV/DVD Player (on cart)  
             Permanent Screen (Conference Room)  
             Portable Screen |
| Quad      | Portable Screen  
             TV/DVD Player with computer capabilities (Quad Rec)  
             2 Portable Sound Systems (large and small) |
| Slater    | TV (Main Lounge)  
             TV/DVD Player (on cart) |
| Rienow    | TV (Main Lounge)  
             TV/DVD Player (on cart) |
| Mayflower | Permanent TV (South MPR)  
             Blu Ray Player (South MPR)  
             Screen, projector, and TV (Classroom) |

** Anyone using the AV equipment and/or the sound system must be trained by the Currier MPR technician before the event or have the MPR technician present.