

HCD Sound System Borrowing Procedure

Why we need such a procedure

- Unplanned / unapproved use could interfere with sound needs for officially scheduled HCD events
- Movement of the equipment increases the risk of damage, loss, or theft
- Use by non-qualified people increases risk of damage

Definitions

- HCD Owners: The “HCD owners” are the HCD committees that originally acquired sound system components using their own committee funds
 - Contra is the “HCD owner” of the sound system components listed in Appendix 1
 - Swing Jam is the “HCD owner” of the Swing Jam sound board

Guiding principles

- Note: These principles can be overridden/adjusted by the HCD equipment owner or the HCD Board on a case-by-case basis
- Only the established HCD committees can borrow / use the equipment
 - Contra has priority use of the equipment for which Contra is the HCD owner, and Swing Jam has priority use of the board for which Swing Jam is the HCD owner
 - Contra, Waltz, and Swing Jam may use the Contra sound system components at their regularly monthly dances without specific event-by-event approval from Contra
 - Swing and CZ will not use the Contra or Swing Jam components for their events unless specifically agreed with Contra and/or Swing Jam
 - Non-HCD groups are not permitted to borrow/use the HCD sound equipment, nor is use permitted at non-HCD events
- The equipment will be used only at the Griffith Academy hall
- Users of the Contra mixer board must first be trained and approved by the Contra sound team (S.Langford, D.Loscher, and/or S.Corio)
- After use, the borrower will return the equipment to the storage lockers in same condition and manner as it was when it was borrowed
 - The borrower must immediately notify the HCD owner (Contra or Swing Jam) of loss of or damage to the equipment
 - The borrower will reimburse the HCD owner for loss of or damage to the equipment

Borrowing by an HCD committee for an HCD event

- Note: This section does not apply to Contra's, Swing Jam's, or Waltz's use of the

sound equipment at their regularly-scheduled monthly dances at the Griffith Academy Hall (such use is considered to be pre-approved)

- The borrower must obtain up-front approval to use the equipment from the HCD owner of the equipment (i.e., from the Contra chair and/or the Swing Jam chair, depending on which equipment is to be borrowed)
 - The borrower must request approval in writing (email to the Contra and/or Swing Jam chair) at least one month prior to the first date of use
 - The borrower will identify the equipment desired, where and for what purpose the equipment is to be used, and the date range (dates of removal, use, and return)
- The HCD owner of the equipment will approve or turn down the request
 - Unless there is a date conflict or significant risk of damage (e.g., outdoor use, transportation), we anticipate that the HCD owner will approve
 - If the prospective borrower disagrees with the owner's disapproval, he/she can escalate to the HCD Board

Borrowing by a non-HCD group or for a non-HCD event

- Such borrowing is not permitted

Appendix 1: Major Item Inventory

Contra (Wethersfield)

Main speakers: Two QSC K10 powered speakers with stands

Monitor speakers:

Two EV ZXA 1-90 monitor speakers with stand

One EV SRM150 monitor speaker with stand

Mixer: Makie 1642-VL23 mixer w/feedback suppressor

Five mic stands with mics

Assorted cables

Swing Jam (Wethersfield)

Sound board

Airline 77 headset

Swing (West Hartford)