Event + A/V Equipment Support

Learning Environments (LE) can help you figure out all your multimedia needs for meetings, lectures, conferences and other events. Our friendly, knowledgeable staff will help you with everything from simple equipment rental to venue setup support, as well as provide reliable onsite technical support throughout your event.

LE does not charge for academic activities/events. The definition of an academic activity/event includes regularly scheduled classes, labs, review sessions, and performing arts rehearsals and productions. For non-academic events/meetings, the following list of information about equipment loans, equipment rentals, A/V setup tiers, and virtual meeting support will help you budget the most cost effective solution. LE is happy to talk through these options as you are making preparations for your event, if desired. Just call 388-6438?we are happy to help you!

- Equipment Loans
- Equipment Rental
- A/V Setup Tiers
- Virtual Meeting Support

Equipment Loans

Did you know that faculty and staff can check out a variety of computer and multimedia equipment for short term loan via the Circulation Desk in the Schaffer Library? While there is no charge for equipment loans through the Library, you will incur a fee if the equipment is not returned on time and/or if the equipment is damaged/lost. If you are planning to use the loaner equipment, we recommend that you reserve equipment as soon as you can by contacting the Circulation Desk at 518.388.6280.

Equipment Available for Loan

- Mac Laptops
- PC Laptops
- Digital Cameras*
- Digital Video Cameras*
- Webcams
- External 160 GB USB/Firewire Hard Drive
- Tripod
- Audio Response Systems (Clickers)
- Wireless Presentation Clickers/Laser Pointer
- iPad Loaner Program (Course Reserve) [1]
- Video Kits Loaner Program (Course Reserve)*
*Students may check out this equipment for loan, if available. All other equipment can only be checked out by a faculty or staff member.

Loaner Policies

- Laptops may be borrowed for a maximum of two weeks. All other equipment (with the exception of Course Reserve iPad Loaners) may be borrowed for a maximum of one week. Renewal period: one week. (For information on how to reserve iPads for your course please see [iPad Loaner Program (Course Reserve)](https://example.com)).
- Faculty/Staff wishing to use a laptop must come to Schaffer Library. Do not send a student to pick up equipment.
- Equipment must be returned by 5:00PM on the scheduled return date.
- Please leave all returned equipment with a Circulation staff person. Do not leave any equipment in the book return box or unattended on the Circulation Desk.
- Make sure all supporting peripherals (power cords, cables, etc.) checked out with the loaner equipment are returned.
- The faculty/staff member who checked out the equipment assumes financial responsibility for any damages or missing parts until the equipment is returned.

Equipment Rentals

Multimedia and computer equipment is available to rent through ITS to campus constituents. An organization's account number must be provided to make a reservation or, if paying by cash or check, all fees must be paid in advance (please make all checks out to "Union College"). There is no fee or need for an account number if you are borrowing equipment for an academic class, but there may be an additional fee if the equipment is not returned on time. You may stop by Steinmetz 110 and pickup your reserved equipment during normal business hours 8:30 a.m.-4:54 p.m., Monday-Friday. If you would like LE to setup and deliver rental equipment for non-academic events, there is an additional charge of $30.00.

The following equipment is available for rental:

<table>
<thead>
<tr>
<th>Equipment Available for Loan/Rental</th>
<th>Fee per day (for non-academic events)</th>
<th>*Replacement Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>$10</td>
<td>$1500</td>
</tr>
<tr>
<td>Projector</td>
<td>$10</td>
<td>$900</td>
</tr>
<tr>
<td>Projection Screen</td>
<td>$10</td>
<td>$900</td>
</tr>
<tr>
<td>Flat Panel LCD (Varieous Sizes)</td>
<td>$10</td>
<td>$900</td>
</tr>
</tbody>
</table>
Flipchart and Easel  $20  $50

Sound system  $10  $1500

Speaker  $5  $500

*An account number for the organization is required for deposit. The organization’s account will be charged the full replacement cost for any neglect of equipment (lost, stolen, or damaged).

To reserve equipment, please call 388-6438 or send an email to helpdesk@union.edu [2] at least three business days in advance of your event. There is a 25% surcharge for requests less then 24 business hours.

**A/V Setup Tiers**

A/V Setup Tiers may be a cheaper option than renting individual pieces of equipment in some instances. To request an event setup, please call 388-6438 or send an email to helpdesk@union.edu [2] at least three business days in advance of your event. There is a 25% surcharge for requests less then 24 business hours. An organization's account number must be provided to make an event setup request or, if paying by cash or check, all fees must be paid in advance (please make all checks out to "Union College"). If you are requesting a one time, non-recurring setup for an academic class, there is no fee or need for an account number. However, requests for setups and/or an operator to record an academic event/class on a recurring basis will incur an $30/hour fee.

**TYPE OF EQUIPMENT SETUP**

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT SETUP</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laptop Setup</strong> includes:</td>
<td>$40</td>
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<tr>
<td>• Laptop</td>
<td></td>
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<tr>
<td>• includes minimum of 1 hour of LE staff setup/breakdown time</td>
<td></td>
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</tbody>
</table>

**Projector and Screen Setup** includes:  $50

| Projector and Screen Setup includes: | |
| • Projector and Screen | |
| • includes minimum of 1 hour of LE staff setup/breakdown time | |
**Small Setup** includes: $80

- Projector/Screen or LCD, Laptop or DVD Player and Speaker or sound system
- includes minimum of 1 hour of LE staff setup/breakdown time

**Medium Setup** includes: $125

- Projector/Screen or LCD, Laptop or DVD Player, Speaker or sound system, and single microphone
- includes minimum of 2 hours of LE staff setup/breakdown time

**Large Setup** includes: $175

- Projector/Screen or LCD, Laptop or DVD Player, multiple speakers or sound system, multiple microphones
- includes minimum of 3 hours of LE staff setup/breakdown time

**Installed Equipment Locations Fee**

- Minimum of 1 hour LE staff startup/shutdown time $30 min
- Additional time to operate installed equipment in a facility will incur an additional $30/hour fee

Locations that have installed projector, screen, sound system: Nott, Memorial Chapel, Olin 115, Reamer Auditorium, Old Chapel

*Requests for an operator on any tier beyond the included setup/breakdown time and/or to operate installed equipment in a facility, will incur an additional $30/hour fee.

**Virtual Meeting Support**

The new ?ConnectIT Lab? in the Digital Studio in the Library (room 206) offers technology that provides an immersive learning/meeting environment for participants, connecting two remote locations for synchronous instruction and real time collaboration to enhance learning and other important college initiatives and events. Drop ceiling mics, 2 HD wide angle cameras, a 70? LCD display, and 4 ceiling speakers provide the foundation and infrastructure needed for a virtual experience of high quality. There is a MacMini permanently installed in the room that connects to the LCD. Seating capacity is 16. There is no room fee to use this room but you do need a reservation. Faculty/Staff may schedule/use the ConnectIT Lab during
normal Schaffer Library business hours.

All requesters must meet the following criteria:

- Union College full time employees
- have an active Union College computer account
- have an active Union ID card
- complete (free) training from an LE technician on how to use the equipment in the ConnectIT Lab prior to the event
- be present throughout the scheduled event

To make a reservation, faculty/staff need to send an email to the Help Desk (helpdesk@union.edu) with the following information at least 72 business hours prior to the event:

- Who is making the reservation (please include if you are faculty/staff/student. If you are a student, please include the faculty or staff member who is sponsoring your use of the room.)
- Purpose (e.g., academic/course related, non-academic, etc.)
- Date and time
- Room requested (in this case, indicate "The ConnectIT Lab")
- If you have received prior training or not for requested room
- Any additional media/equipment/services you may need (e.g., need LE to create/setup a WebEx session for a meeting)

Students can utilize these spaces for individual projects, as long as they have a faculty or administrative staff member as a sponsor. The sponsoring faculty or administrative staff member needs to send an email to helpdesk@union.edu at least 72 business hours prior indicating:

- his/her support of the student's project/taking responsibility for student's use of the room
- the academic nature of the project (e.g., course title, senior project, event name/date, etc.)
- if the sponsoring faculty or administrative staff member will be present while the student utilizes the Digital Studio space (and if so, if s/he has received training before). If not, an LE technician is required to be there for the entire event to operate the equipment for the student. The reservation will incur an hourly LE technician fee (see above-one hour minimum charge).
- desired Digital Studio space (in this case, the ConnectIT lab)
- desired date(s) and time(s) All of this information can be located within the Digital Studio FAQ on the ITS website (link above).

If you have any questions, please do not hesitate to reach out to the Assistant Director of Learning Environments, Jim Strohecker, or Denise Snyder, Director of Learning Technologies & Environments via helpdesk@union.edu.

Source URL: https://its.union.edu/equipment-rentals

Links:
[1] https://its.union.edu/documentation/ipad