



8/1/26

SPS AVL USE OF FACILITIES AGREEMENT

Organization: _____ Facility: _____

Event Date(s): _____

OPTION 1: NO SPS AVL EQUIPMENT IS NEEDED.

Signature: _____ Date: _____

Organization: _____

I understand, as specified in the SPS AV Equipment Policy and Rates Document, rental fees for the use of auditoriums, cafeteriums, gymnasiums and stadiums do not cover the use of

SPS audio, video, lighting equipment, or access to the WIFI.

Users are permitted to provide their own stand-alone audio and video equipment

Users are permitted to provide their own stand-alone lighting

THERE WILL BE NO ADDITIONAL FEES

THE FOLLOWING STIPULATIONS APPLY

1. Users will not attempt to plug in to any SPS microphone/line input jacks
2. Users will not attempt to gain access to any SPS AVL equipment rack or cabinet
3. Users will not attempt to access any SPS catwalk and/or stage theater type lighting
4. Users are not to use any peripheral SPS AV equipment. This includes, but is not limited to, the use of microphones, wireless systems, microphone stands, cables, projectors, microphone inputs and computers.
5. Users are not permitted to store their equipment on SPS property.

OPTION 2: REQUEST FOR SPS AV EQUIPMENT

Signature: _____ Date: _____

I further understand that SPS offers limited use of AV Equipment, based on availability

THE FOLLOWING RATES APPLY, ALL ARE BASED ON AVAILABILITY

DESCRIPTION	UNIT RATE	QUANTITY	TOTAL \$
Wireless Handheld Microphone (ES, MS, HS)	\$75 each		
Wireless Lav Microphone (MS, HS)	\$75 each		
Standard Microphone w/ cable	\$55 each		
Projector on a Cart w/ HDMI input	\$75 per hour		
* Ceiling Mounted projector (if available)	\$125 per hour		
* Theater lighting	\$5 per hour		
* SPS AVL Technician if available	\$55 per hour		

* THE FOLLOWING STIPULATIONS APPLY

1. * All approved use of equipment requests require a pre-event training meeting with an SPS AVL Technician.
2. * Requests of more than one microphone or use of ceiling projector may require an SPS AVL Technician on site.

Thank you for helping us protect and preserve our SPS AVL equipment.

Questions? Contact the SPS AVL Department.