

Terms & Conditions for AV Services

A late fee of \$20.00 will be applied to requests with less than **24 hours notice**.

Not all equipment is available or appropriate for every event location. Peripheral equipment of limited supply may be subject to last-minute availability.

AV set-ups are generally completed **10-20 minutes** prior to scheduled time; longer lead-time or unavailability of equipment at pick-up time may result in additional cost.

AV must be notified after lecture captures (Panapto) are scheduled through Academic Commons Education Services.

Network connectivity is subject to IT port activation or maintenance.