

GUIDELINES FOR EQUIPMENT USE IN SPACES RESERVED BY NEWCOMB EVENT PLANNING (Lighting, Electrical, Decorations, Set/Stage)

The following equipment brought into venues managed by Newcomb Event Planning must be approved and/or inspected prior to the event due to Safety and Fire Codes:

- Any equipment requiring electricity, including but not limited to DJ equipment, powered audio mixers, powered speakers, amplifiers, lighting equipment, rope lights, and/or theatrical lighting.
- Pieces of electrical equipment with multiple accessories, such as a combination of a laptop computer, LCD projector, and audio equipment. Laptops and LCD projectors used in the Newcomb meeting rooms do not require approval, unless multiple items will be used at once in the same room, or in addition to multiple pieces of other equipment.
- Decorations including but not limited to any type of fabric or free-standing structure, such as a trellis or theatrical set. All fabrics must have a flame certificate that complies with NFPA 701.

These items must be approved by the Newcomb Hall Audio/Visual Support Office and/or the Maintenance Supervisor (or in their absence, the Assistant Director for Operations). In some cases, an inspection must be scheduled prior to the event. All responsibility for said equipment, including storage and technical support, lies entirely with the customer.

Inspection Guidelines

1. CIO/Dept must schedule a time to complete the inspection with the Maintenance Supervisor or designee. This time should be scheduled by 2 weeks prior to the event. Equipment needing inspection should be installed and ready for inspection by 2:00 pm unless other arrangements have been made with the Maintenance Supervisor. Inspection must be scheduled to allow for time to adjust setups and re-inspection if necessary. Failure to schedule this inspection may result in an inability to use the planned equipment or cancellation of the event.
2. Please work with your Event Planner to ensure the room reservation includes time for these inspections.
3. If a private rental/lighting company is being used, the Maintenance Supervisor must speak with a company representative at least one week prior to the event. If a private audio/visual rental company is being used, the A/V Support Specialist or designee must speak with a company representative at least one week prior to the event.
4. Please provide the following times to your Event Planner:
 - a. What time the group or outside company will arrive to begin installation.
 - b. What time the equipment setup will be complete for inspection (the company must be present). This time should coincide with the agreed upon inspection time.
 - c. What time the CIO/Dept will arrive to begin other room setup, if applicable.
 - d. What time takedown of all installed equipment (including lights) is expected to be completed.

Please note: If additional general lighting is needed in the Ballroom, Newcomb Hall can provide light poles, as well as a spotlight, in pre-determined locations. Use of these items, with setup by Newcomb Hall staff, does not require an inspection, but applicable charges may apply.

This form must be thoroughly completed and submitted to the Newcomb Event Planning Office (Room 436) no later than 2 weeks prior to the date of the event. Please direct any questions to the Newcomb Event Planning Office at 924-3203 or reservenewcomb@virginia.edu.

NEWCOMB EQUIPMENT APPROVAL FORM

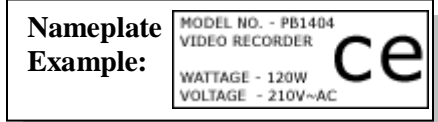
Contact Name: _____ **Contact Phone:** _____

Organization: _____ **Contact Email:** _____

Event Date: _____ **Event Time:** _____

Event Location: _____ **Event Reference Code:** 20__ - AA__

Please list all equipment requiring electricity, electrical equipment with multiple accessories, and all decorations including fabric or free-standing structure. For electrical equipment, include the amount of electricity, measured in **amps** OR, **wattage** AND **voltage**, specified on the nameplate.



QUANTITY	EQUIPMENT DESCRIPTION (including Make and Model # of each item)	ELECTRICITY PER ITEM	
		Amps OR	Wattage AND voltage
Example:			

QUANTITY	EQUIPMENT DESCRIPTION (including Make and Model # of each item)	Amps OR	Wattage AND voltage
1	Video Recorder - Panasonic SLV380		120 W/ 210 V

If equipment is being provided by a rental company or DJ, please provide their contact information here:

Contact Name: _____ **Contact Phone:** _____

Company Name: _____ **Contact Email:** _____

I certify that the information provided is complete and accurate. I understand any changes may require the resubmission of this form and must be submitted by two weeks prior to the event date.

Contact Signature **Date**

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