



A/V Equipment Checkout Policy

Mini Course Instructors:

Audio Visual equipment may be checked out for course instruction by a Mini Course instructor. Reserved equipment can only be checked out for a scheduled class period. Overnight and weekend requests will not be honored. Requests must be made **24-48** hours prior to actual check out date as equipment may not be available for walk in requests.

*** Photo I.D. is required for equipment check out.**
(Equipment will **NOT** be checked out without proper identification)

Reservation Requests:

1. In person: Molinaro **117** or Wyllie **D126**
2. Email: audiovis.tech@uwp.edu
3. Phone: Molinaro **117** / 595-2329 or Wyllie **D126** / 595-2567

A UWP Guest User account is required for smart classroom computer use. Please contact your mini course liaison for more information. *Audio Visual Services does not provide guest user accounts.*

For more information visit us on the web: **UWP** homepage > *Keyword: CTS* or click the **Audio Visual Services** link here.