

# Holy Name of Jesus Audio-Visual Equipment Use Request Contract

**Mission Statement:**

Holy Name of Jesus Audio-Visual equipment is primarily intended to aid in the spiritual growth and development of the Holy Name of Jesus Catholic community through technological mediums.

**Rules and Procedures:**

All liturgical, non-liturgical and other special use of HNJ audio-visual equipment must be approved by the AV Director. This includes, but is not limited to, use of microphones and/or stands, HNJ sound equipment, and projector/multimedia equipment.

Please fill out the bottom form as it applies to your desired use of HNJ audio-visual equipment and return to the AV Director **NO LATER THAN ONE/TWO WEEK(S) BEFORE** requested date.

*This form serves as your request for use notice and allows the AV Director to track use of AV equipment for maintenance and future equipment purchases. It also identifies the contact person who will assume responsibility for the use and return of equipment and any loss of or damage to the equipment that may occur during his/her (or group's) usage.*

**Weekend Masses and Other Liturgical Use:**

Use of HNJ audio-visual equipment during any HNJ liturgy is permitted and encouraged. Should any HNJ ministry require special use of AV equipment not usually used during the course of a normal liturgy, **a one week notice is REQUIRED.** This is a basic courtesy as many hours have already gone in to the planning for that liturgy and any change requires additional planning and contacting of AV volunteers and musician groups.

**Non-Liturgical Use:**

Non-liturgical use is defined as any event outside the realm of weekly liturgies, holy days, and liturgical season events. Any use of AV equipment for non-liturgical events must be approved by the AV Director. **A two week notice is REQUIRED.** This notice not only allows the AV director the opportunity to have sufficient equipment ready and available, but also allows for the scheduling of an AV volunteer should one be needed for the event. Events not located on the HNJ campus may require additional forms and waivers to be filed with the HNJ Administration and the AV Director.

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**Request for use of HNJ Audio-Visual Equipment.** (Check Use That Applies)

Liturgical Use Date/Time of Use\*: \_\_\_\_\_

Non-Liturgical Use Event: \_\_\_\_\_

Off-Campus Use Ministry/Group Involved: \_\_\_\_\_

Equipment desired for use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Requests for extended or reoccurring use may be indicated on the back of this form.**



## **Holy Name of Jesus Audio-Visual Equipment List**

### **Available in Main Church:**

#### **Projector and Large Screen**

- Computer
  - Song Show Plus & Power Point
  - Song Lyric Slides
  - Photo Presentations
  - Slide Show Presentations (ex: Homily Notes)
  - Video Files
- VCR
- DVD
- CD/Cassette

#### **Camcorder**

#### **Microphones**

- Regular w/stands
- Wireless Lavalier
- Hand-held Wireless
- Pulpit
- Hanging Choir Mics
- Direct Boxes (for instrumental plug-in)

### **Available in Multiple Locations:**

#### **Portable Sound System**

- 2 Speakers w/stands
- 1 Mixer
- 1 Microphone w/stand (more can be made available)

#### **Portable Projector (#1) and Laptop (#1)**

- Power Point & Song Show Plus
- Song Lyric Slides
- Photo Presentations
- Slide Show Presentations
- Microsoft Office
  - Word
  - Excel
  - Power Point
  - Publisher
  - Etc.

#### **Portable Screen (#1)**

#### **Over Head Projector**