POLICES AND PROCEDURES
THE EVINGTON HALL

EHP 2 Use of Audio Visual (A/V) System Policy

FOR PUBLISHING ON THE EVINGTON HALL WEBSITE AND PRINTED COPY IN THE 'PROCEDURES FOR HALL USERS' FILE TO BE FOUND IN THE HALL KITCHEN

The Evington Hall has a modern AV System.

It provides Bluetooth and wired (HDMI and 3.5mm jack plug) connectivity to support:

- Handheld/desktop, lapel and headset microphones
- The playing of music
- Projector and screen (for the showing of films or connection to online meetings)

Hirers should provide and connect their own devices (mobile phones or laptops) following the instructions which are available in the Hall. It is the responsibility of users to acquaint themselves with the system and to follow the instructions.

There is also a portable battery and mains powered microphone and speaker available by arrangement with the Bookings Officer.

The A/V system is available to all users of the Hall, and its use should be pre-arranged through the booking system.

Document Reference EHP2

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