



JAZZ AREA ELECTRIC & RHYTHM SECTION EQUIPMENT POLICIES

The Department of Music owns, maintains, upgrades, and purchases electric instruments and rhythm section equipment for the use of faculty, students, and guest artists in the Jazz Area and other designated persons and units.

Electric and Rhythm Section Equipment (hereafter, Equipment) includes but is not limited to: guitar amplifiers, amplifier heads, bass amplifiers (heads and cabinets), drum sets including hardware, cymbals, heads, snares, pedals etc., PA systems and their components, keyboards, keyboard stands, keyboard amplifiers, keyboard accessories, digital audio and MIDI controllers, microphones, live recording equipment and miscellaneous electronic accessories including power strips, cables, and equipment operations documents.

University owned computers, stationery recording equipment, and other music technology is not covered by this policy.

The Jazz Area Coordinator and the Department of Music office staff will maintain an active list of all jazz area equipment to which this policy applies. The list will be distributed to pertinent faculty and staff personnel.

This policy applies only to equipment procured and maintained for Jazz Area. It does not apply to equipment used specifically by the percussion area, Community Music School, Faulkner Performing Arts Center, or individual ensemble units. If a piece of equipment is shared or ambiguous, please consult the Jazz Area Coordinator or Music Director of Operations for the master list of Jazz Area equipment.

General Policies and Procedures:

1. REQUEST FORM

When equipment is used in the space in which it is stored, no request forms are needed. A form must be submitted for the following scenarios:

- Moving equipment between UA facilities (see 2.a, 2.b)
 - Use of equipment off-campus (3)
- a. The jazz area coordinator, operations director and department chair reserve the right to prevent use of university equipment by any party for reasons of student/faculty safety, logistical issues, expense, quality assurance or legal debate.
 - b. In the event that simultaneous events require the use of equipment, priority shall be determined by the jazz area coordinator based on the event locations, availability of rental or personal gear, type of event and type of ensemble.

2. "HOME" LOCATION

Each piece of Equipment has a “home.” Generally, equipment is housed only in Stella Boyle Smith Concert Hall, Faulkner Performing Arts Center, Epley Band Building, Center Street Annex, or the Billingsley Music Building.

- a. Equipment may be moved between buildings on campus for recitals, concerts, guest artists, workshops, and rehearsals, but must be coordinated with Jazz Area Coordinator or Music Director of Operations via online request submission (see Department website for request form).
- b. Equipment must be returned to its “home” immediately following any event in which it was moved.

3. OFF-CAMPUS USE

- a. Equipment may only be transported off campus for university purposes—no private use allowed—e.g., concerts, ceremonies, rehearsals, workshops, recording sessions, school engagements, and tours.
- b. Equipment may be stored off campus only in the event of multiple, consecutive day events. It must be stored in a locked room and notification must be provided to the jazz area coordinator or the operations director.

4. OUTDOOR USE

- a. Equipment is approved for fair weather outdoor use. Follow all common-sense procedures regarding use of electricity outdoors.

5. RECORDING MICROPHONES & SPECIAL EQUIPMENT

- a. High end recording microphones and other specialized equipment must be checked out at the main music office (Music 201). The jazz area coordinator and operations director reserve the right to designate any piece of gear as specialized equipment necessitating an individual check out. A list of equipment available for check out can be found in the music building main office.

6. NON-UA PERSONNEL USE

- a. Guest artists may use any equipment not simultaneously needed elsewhere. Guest artists and their management are responsible for the proper use of university equipment and will be held liable for any damage to university owned property, as pursuant to institutional policies.
- b. Equipment may be used by locally residing department of music alumni for a period of three calendar years following graduation. Requests must be in writing 7 days in advance to either the jazz area coordinator, or the operations director. The jazz area coordinator, the operations director and the department chair reserve the right to deny any equipment use request from alumni.
- c. Equipment may be used by persons who are not university faculty, staff or students, as long as current faculty, staff, or students are present.

7. PERSONAL EQUIPMENT

- a. Personal equipment (non-university owned) may not be left overnight in university facilities without written permission from a jazz faculty member, ensemble director, operations director or department chair. In order to leave

personal equipment in UA facilities overnight, a request must be submitted in writing to the jazz faculty member, ensemble director, operations director, or department chair. This request must include the proposed leave dates, the make/model and serial number of all equipment and the names/student IDs of the person(s) who will be primarily using the equipment. The request must be approved in writing prior to the leave dates.

- b.** If personal equipment remains in UA spaces past the intended leave date, the owner shall be notified and have ten (10) days to collect their equipment. If equipment is not collected within ten days it will be turned over to a general university lost property office.
- c.** The Department of Music takes no liability for personal equipment in university spaces or used at university events. Personal equipment is used at the owners own risk.
- d.** Personal equipment may be used in conjunction with university equipment as long as proper instructions and common-sense care is followed.

8. REPORTING DAMAGE / NEEDS

- a.** Equipment that is damaged, broken, non-functioning, or partially functioning must be reported using the broken equipment form. This form can be found on the department of music website.
- b.** Ensemble directors, faculty, students and staff are encouraged to suggest future equipment purchases to the jazz area coordinator in writing.

9. LIABILITY

- a.** Equipment users are responsible for proper and considerate treatment of all equipment. Users that consistently mistreat equipment will be denied future access.
- b.** Users are responsible for proper and correct conduct of all equipment involving the conduction, channeling or use of electrical power. In the event of an electrical problem or suspicion of an electrical problem in a university facility, cease use of all electrical equipment immediately and notify the operations director or department chair.
- c.** In the event of damaged equipment, accidents or Force Majeure, all university policies governing property, facilities and personnel shall apply.