

# Student Theatre Coalition Sound Equipment Usage Contract 2008-2009

## **1. Introduction**

The Student Theatre Coalition (hereafter referred to as “StuCo”) sound equipment is the result of a donation to the theatre community, and it is a resource all shows in our student theatre season will benefit from. Because StuCo does not have the financial backing to repair or replace all or any part of the sound console, speakers, or any of the components and cables therein, the responsibility of the sound console, speakers, and parts fall to the executive board of the student theatre group by whom the production which will be using said sound system and accessories is sponsored.

## **2. Contract Agreement**

By signing this contract, all parties agree that the group sponsoring the production in charge of the sound console, speakers, and accessories will be liable for up to \$1500 of damages or lost items incurred to the sound console, speakers, any component of those two electronic pieces, or sound and power cables. As well as agreeing to all financial responsibilities of the sound console, speakers and their components and accessories, the signers of this contract agree to follow all procedures, rules and regulations as stated below.

## **3. Rental Period**

The sound equipment shall be in the care of the executive board of the student theatre group for the period of time listed on the official StuCo equipment schedule at <http://schedule.nustudenttheatre.org>. If a production is listed as having possession of the StuCo sound system for a specified rental period and will not be using the system, it is the sponsoring executive board’s responsibility to notify the StuCo equipment coordinator at least seven days in advance of the start of the rental period in order to be removed from the schedule and therefore delisted as responsible for the system.

## **4. Obtaining Equipment**

The sound equipment will not be issued to a production unless the president and treasurer of the student theatre executive board sponsoring the production, the president of StuCo, and the student theatre advisor in the Norris Center for Student Involvement have signed this contract. The equipment shall be considered a system and as such may not be rented in part. The group responsible for the equipment (as listed in the signatures section of the contract) shall be responsible for all parts of the sound system regardless of the actual use of the equipment.

Pick up of the sound equipment will be arranged by a president, treasurer, or technical director of one of the StuCo member boards. One of these representatives must be contacted in order to collect the sound equipment from the StuCo storage closet.

The sound equipment must be returned to the StuCo storage closet after every production. The sound equipment may not be left inside a theatrical venue between the load-out of one show and the load-in of another regardless of other co-sponsorship agreements. No exceptions will be made.

## **5. Condition of Equipment**

When a production first receives the sound console, speakers, cables, and accessories, it is up to that production to ensure that all parts of the sound system are present and working. A checklist will be provided with the equipment and upon request outlining all of the components of the sound system. Upon removal of the sound system from its storage space, all responsibility for it falls to that student theatre company.

## **6. Cost of Damages and/or Losses**

An estimate of costs for repairs/replacements is as follows:

New Sound Console (Mackie 1604 VLZ-III):	\$800
New Speaker (Mackie SR1530z or equivalent):	\$950
New 50' XLR Cable:	\$60
New 25' XLR Cable:	\$40
New IEC Power Cord for console or speaker:	\$25
Full Replacement Cost:	\$2960

All prices indicated are estimates and do not represent actual costs of repair or replacement of the sound equipment.

## **7. Protection of Equipment**

In order to properly protect the sound equipment, handle it with caution and respect at all times. Never set food, drinks, or other liquids on or near any part of the equipment. Never place the sound console or speakers on unstable or unsteady surfaces. The speakers must be left on the ground; they are not designed to be flown or set on a stand. Never transport the sound console unless it is properly secured in its case. Never pull or yank cables attached to either the sound console or speaker. Always tape down cables carefully to avoid tripping over them, and try to keep them away from walkways and aisles where they might be stepped on.

Always keep the sound console covered when not being used during tech week. It is also recommended that you keep protective covers over the speakers when not in use. Both of these measures will protect sawdust and other debris from getting inside the sound equipment. Also be sure to turn on speakers after turning on the sound console, and turn them off before turning off the sound console. This will prevent voltage spikes that occur during sound console turn-on and turn-off from damaging the amplifiers or speaker cones.

## **8. Returning Equipment**

In order to prepare the sound equipment to be returned to the StuCo closet: turn off sound console and speakers; unplug power supplies from electrical outlet; disconnect all cables from the sound console and speakers; wrap the sound console in plastic and put it in its case with styrofoam supports holding it in place; carefully coil all XLR cable (please tie each coiled cable with tieline or equivalent to avoid tangling) and place in the sound console case. Coil all IEC power cables and place in sound console case as well (this will prevent them from getting lost).

## 9. Losses or Damages

In the event of loss or damage to the sound console, speakers and/or accessories the student theatre executive board will be responsible for notifying the StuCo president who will then be responsible for arranging the repair or purchase necessary to return the sound system to working condition. The student theatre executive board responsible for the damages will be charged for any repairs to be taken out of their SOFO account.

If the sound system or parts are damaged, this contract becomes null and void for subsequent sound system users until StuCo is notified, and the sound system and accessories are back in working condition.

## 10. Signatures

A copy of this contract shall be given to the president of the student theatre executive board and the original will be kept by the Norris Center for Student Involvement Theatre Advisor.

\_\_\_\_\_  
Student Theatre Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
StuCo President

\_\_\_\_\_  
Date

\_\_\_\_\_  
[stuco group name] President

\_\_\_\_\_  
Date

\_\_\_\_\_  
[stuco group name] Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
[stuco group name] SOFO Account Number