

Enhanced Classroom Support Event Equipment Usage Policy

All ECS classroom equipment is available for use at no charge when used by :

- Courses and course-related meetings (e.g. review sessions, exams, film screenings, etc.)
- Rutgers departments

ECS automatically unlocks classroom equipment for courses listed in the University class schedule. If you need access to equipment for use that is not listed on the University class schedule as a regularly occurring class, please email ECS at equipment@classrooms.rutgers.edu to schedule access.

Classroom equipment may be made available for a fee to the following groups for events:

- Rutgers student organizations
- Non-Rutgers organizations

These groups should consult the paragraphs below for information on booking and fees.

Equipment Available for Rental

For a list of equipment available in a particular classroom, as well as photos and instructions, please consult the search tool on ECS's home page, <http://classrooms.rutgers.edu>.

Organizations may reserve classroom equipment according to the following fee schedule.

Equipment Cabinet*	\$50
Microphones	\$25

*In rooms which offer laptop projection/audio, DVD, VHS, BluRay, and document cameras – these items are included in the Equipment Cabinet rental.

In rooms that have Internet, service is overseen by OIT. Due to the potential for occasional signal loss, we strongly encourage you to save your presentation content offline, when possible. Please contact ECS if you need assistance.

Technical Support

While classes are in session, the ECS help hotline may be reached at 732-445-3612 to assist with any equipment-related challenges that arise.

Where available, organizations may hire a ECS Technician or Technicians to be on-site for the duration of the event at a price of \$20/hr per Technician (please note: effective 1/1/12, the new Technician rate will be \$25/hr). Availability of a Technician is contingent upon location and time. While ECS cannot guarantee the availability of a Technician, we will work to schedule a Technician whenever possible. Please allow us as much lead time as possible when requesting on-site technical support.

Reserving Equipment

To reserve equipment, please email ECS at equipment@classrooms.rutgers.edu. Include the following: event date and time, building and room, equipment needed, and organization name.