

# Congregation Beth Ami Equipment Use Guidelines

One person should be designated to oversee the use of audio-visual equipment.

## Microphones

Microphones and earphones for the hearing impaired are in the locked cabinet next to the coat closet in the Social Hall. Check with the office to make sure you have the correct key if you will be using the microphones. To protect this expensive equipment, keep the door locked when you are away from it.

Turn the power on. Do not adjust any of the other controls unless you are authorized to do so.

At the end of the event, return all microphones to the sound closet.

**TURN THE POWER OFF.**

## Other Equipment

The following are available for use. Check with the office for location and instructions for use.

**Movie Screen.** This is usually located in the storage closet next to the kitchen.

**TV.** This is in the multi-purpose room.

**DVD player.** Arrangements for use must be made through the CBA office.

**Projector.** Arrangements for use must be made through the CBA office.