

## Audio Visual Rental Policies and Fees

### Booking Details

When booking JIBC facilities, external groups must arrange with Technology Services for audio visual equipment as needed, a minimum of one week in advance of booking. To book, contact the Technology Services' Service Desk at 604.528.5900 or [servicedesk@jibc.ca](mailto:servicedesk@jibc.ca).

The services of an audio visual technician can be booked for the duration of your rental.

All listed fees are subject to applicable taxes. If projectors in classroom or theatre are not turned off at the end of the booking, the full day rental theatre AV fee (i.e. \$250) will be charged.

Cancellation of audio visual rentals must be received a minimum of 24 hours prior to booking date or 25% of the fee will be charged.

### Fee Schedule *(subject to change)*

#### Theatre Package

Cost: \$125 half day or evening; \$250 full day

Includes LCD projector, DVD/VCR, podium computer, laptop connection, podium microphone, lapel microphone, hand-held wireless microphone, document camera, slide projector.

#### Audio Visual Technician

Cost: \$50/hour Monday-Friday 7:30am-3:30pm; \$85/hour evenings or weekends

An AV Technician may be booked by the hour as needed for classroom or other support.

#### Self Support

Cost: \$25

If you choose not to book the services of an audio visual technician, training on the use of any audio visual equipment is available in advance of your booking at a cost of \$25.00, to a maximum of one hour of training (*note: training typically takes about 30 minutes*).

#### Emergency Services

Cost: varies

If you choose not to have a technician present during your booking, a minimum call out fee of \$150.00 will apply for any after-hours emergency services.

### More Information

For more information contact the Technology Services' Service Desk at 604.528.5900 or [servicedesk@jibc.ca](mailto:servicedesk@jibc.ca).