



Spring Branch Presbyterian Church AV Equipment Request Form

Completion of this form does not guarantee your reservation.

AV Equipment Reservation Policies

1. All reservations must be made a minimum of 5 days in advance of the date needed.
2. All equipment is available on a first come, first serve basis for church sponsored and non-church sponsored events (subject to approval by the Property Committee).
3. In order to secure the proper equipment for your event, we suggest that you make requests at least two weeks in advance.
4. Equipment is not guaranteed until the person requesting the equipment receives a confirmation email.
5. Equipment is only released to the person who requests it via the AV Equipment Reservation Form, unless other arrangements are made.
6. You may be liable for any damages to AV equipment while it is in your possession.
7. If you require equipment setup or retrieval, you must schedule this specifically with Ethan Mitchell at least 5 days in advance.

I agree to the policies listed above.

(Signature)

SPRING BRANCH PRESBYTERIAN CHURCH AV EQUIPMENT RESERVATION FORM

Please submit forms to ethan@springbranchpres.org or the Church Office at least 5 days prior to your event. There is a Google Form that can be completed and submitted electronically. To access it, please visit www.springbranchpres.org/av-request.

**Overnight/Long-Term checkouts must be approved by the
AV Director (Ethan Mitchell).**

Name:

Phone:

Email:

Today's Date:

SPRING BRANCH PRESBYTERIAN CHURCH

AV EQUIPMENT RESERVATION FORM

To guarantee availability, Equipment Reservation Forms must be submitted at least
5 days prior to your reservation date.

Title of Event:		Date of Event:	
Church Group	Non-Church Group	Requesting Group:	
# of Attendees:	# of Presenters:	Location:	
Is this a recurring event? Yes No If so, please list all of the meeting dates and times on the back of this form.		Start Time:	
		End Time:	
Do you need AV Technicians for your event? Yes No			

Note: All requests for AV Technicians are subject to their schedules.
 The AV Director must be notified a minimum of 5 days in advance of which services
 are needed via this form. Two weeks in advanced is preferred.
 An event leader can operate microphones and video screens if they receive proper
 training. All outside groups that desire to use SBPC's technology and audio-visual
 equipment are required to have an SBPC AV Technician onsite at all times.

**Please select the specific equipment you need for your event. You may find that there
 is additional equipment you need that is not provided in the space you're using. If so,
 please select it from the individual Equipment Request at the end of this form.**

Sanctuary AV System	
<input type="checkbox"/> Dual Projection Screens (VGA Connection)	<input type="checkbox"/> Corded Microphone on Stand (up to 3)
<input type="checkbox"/> Dual Projection Screens (HDMI Connection)	<input type="checkbox"/> Gooseneck Boundary Microphone (up to 2)
<input type="checkbox"/> Dual Projection Screens (DVD/Blu-Ray Player)	<input type="checkbox"/> USB Recorder
<input type="checkbox"/> Listen Hearing Impaired System	<input type="checkbox"/> CD Player
<input type="checkbox"/> Lectern & Pulpit Microphones	<input type="checkbox"/> Floor Monitors
<input type="checkbox"/> Wireless Handheld (up to 2)	<input type="checkbox"/> Direct Boxes for Connecting Instruments (2)
<input type="checkbox"/> Wireless Lavalier (up to 3)	Microphone Quantities:

Gathering Place AV System

<input type="checkbox"/> Projection Screen (VGA Connection)	<input type="checkbox"/> Corded Microphone on Stand (up to 3)
<input type="checkbox"/> Projection Screen (HDMI Connection)	<input type="checkbox"/> Podium (with Gooseneck Microphone)
<input type="checkbox"/> Projection Screen (DVD Player)	<input type="checkbox"/> Bluetooth Audio Connection (Apple/Android/PC)
<input type="checkbox"/> Projection Screen (VCR Player)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Wireless Handheld (up to 2)	<input type="checkbox"/> Stage Lights (on Presets)
<input type="checkbox"/> Wireless Lavalier (up to 2)	<input type="checkbox"/> Floor Monitors (up to 2)

Microphone Quantities:

Fellowship Hall Audio System

<input type="checkbox"/> 1 Wireless Handheld	<input type="checkbox"/> CD Player
<input type="checkbox"/> 1 Wireless Lavalier	<input type="checkbox"/> Listen Hearing Impaired System
<input type="checkbox"/> Corded Microphone on Stand (up to 2)	<input type="checkbox"/> 24ft Aux. Cable Connection
<input type="checkbox"/> Bluetooth Audio Connection (Apple/Android/PC)	Microphone Quantities:

Conference Room AV System

<input type="checkbox"/> Projector (VGA Connection)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Projector (DVD Player)	<input type="checkbox"/> Aux. Cable Connection
<input type="checkbox"/> Projector (VCR Player)	

Portable Media Cart

<input type="checkbox"/> Projector (VGA Connection)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Projector (HDMI Connection)	<input type="checkbox"/> Computer Speakers
<input type="checkbox"/> Projector (DVD Player)	<input type="checkbox"/> Portable Projection Screen
<input type="checkbox"/> Projector (VCR Player)	

Mobile PA System

12 Channel Mackie Mixer & 2 Speakers

<input type="checkbox"/> Corded Microphone on Stand (up to 2)	<input type="checkbox"/> Speaker Stands
<input type="checkbox"/> Aux. Cable	<input type="checkbox"/> Direct Boxes for Connecting Instruments (2)

Do you need any additional equipment for your event?

<input type="checkbox"/> Laptop (PC)	<input type="checkbox"/> Slide Projector
<input type="checkbox"/> Apple TV	<input type="checkbox"/> Wireless Presenter (PowerPoint Clicker)
<input type="checkbox"/> Portable Bluetooth Speaker	<input type="checkbox"/> Extension Cord (25ft)
<input type="checkbox"/> Portable CD/Tuner/Tape Player	<input type="checkbox"/> Extension Cord (50ft)
<input type="checkbox"/> Portable Projection Screen	<input type="checkbox"/> Extension Cord (100ft)
<input type="checkbox"/> TV Cart (TV, VCR, DVD Player)	<input type="checkbox"/> Surge Protector
<input type="checkbox"/> Overhead Projector	

If needed, please use the space below to provide any additional and/or helpful information about your AV Request:

WARNING: You may be liable for any damages to AV equipment while it is in your possession.

Please submit forms to the church office or email completed to ethan@springbranchpres.org. If you have any questions, please contact Ethan Mitchell. You will receive an email confirming your equipment/system request.

For non-SBPC Groups: your AV Request is not/will not be approved until your Property Use Request has been approved by the Church Property Group.

Ethan Mitchell (2/2020)