

# Projector Rules & Instructions

*Media Center projectors may ONLY be used by Media Center member churches.*

Your Media Center has given you access to expensive equipment. It is costly to purchase or rent these projectors. Free use does not mean the equipment is of no value. Please care for the Media Center's equipment as much as you would your own so that we can continue providing it. If your church breaks or loses the projector or a part of the projector, your church is responsible for its repair or replacement.

## **Pick-up**

- *A deposit of \$100 is required. We do not deposit checks or credit cards provided the Labyrinth is returned in good condition.*
- Projectors must be picked up at the Media Center.

## **Use**

- Carefully read all operating instructions before use.
- Never yank on a connector cord or cable; gently remove them.
- Always let the fan run to cool the projector before unplugging.

## **Return**

- A projector must be returned to the Media Center, not left elsewhere in the Area Center.
- Be certain that all pieces and parts are returned with the projector. Returning a projector with parts missing results in forfeiture of your deposit.
- Failure to return a projector on time means your deposit will be forfeited.
- If a projector cannot be returned as planned, *call the Media Center immediately*. If it is scheduled to be used that day, you must arrange to get it to the next user or back to the Media Center another way.