


**TOWN OF CARLYLE
POLICY MANUAL**

Policy Description: Rental of Sound Equipment	TOWN OF CARLYLE	
Policy Number: EQU 0020	Original Date: Jul. 22, 2009 Res. #10 Revised: June 2, 2021 Res. #2021 537	

Purpose of Policy: To ensure that the use of the Town's sound system is accurately recorded and maintained.

Sound System Components:

- 2 speakers, Model ST15RX, SN 4040190T and SN 4040187T
- 1 sound mixer, PMX200R, SN4030623A
- 1 25' instrument cable
- 1 UHFHT40 handheld transmitter (microphone)
- 1 Panasonic RP-HT227 stereo headphones
- 1 UHF SR40 stationary receiver
- 2 sets cables

Process:

1. The sound system is to be used for public functions only.
2. All requests for use of the sound system are to be in writing, and must indicate the nature of the event for which the sound system is to be used, the date that the sound system will be booked out and the date that it is intended to be returned.
3. Each request is to be accompanied by a \$100.00 damage deposit.
4. The sound system will be booked on a first-come-first-served basis.
5. The Town office staff will check off each item that is booked out, and again check off each item that is returned.
6. If the sound system, or any part thereof, is not returned, the deposit will be kept by the Town.
7. If the sound system, or any part thereof, is not in working order when it is returned, the deposit will be kept by the Town.

Picked up by: _____ Returned by: _____

Date: _____ Date: _____



For Office Use:

Deposit Paid: Yes/No Collected by: _____ Date: _____

Deposit Returned: Yes/No Inspected by: _____ Date: _____