

POLICY NAME: Sound System

1. Purpose

- 1.1. This policy defines the required care and appropriate use of the Deer Lake United Church sound system.

2. Scope

- 2.1. This policy applies to anyone using any part of the DLUC building.

3. Policy Statement**3.1. Permissible use:**

- 3.1.1. ***DLUC worship services and events:*** Any or all components of the sound system may be used during the DLUC congregation's worship services and other events put on for or by the DLUC congregation. A properly trained member of the DLUC congregation must be present to set up, operate and tear down any non-core components of the sound system, if they are required.
- 3.1.2. ***Other congregations' worship services:*** Only the core components of the sound system may be used by other congregations. These must be used as configured and operated according to the instructions at the amplifier.
- 3.1.3. ***Other events:*** The core components of the sound system may be used during other events in the DLUC building. Examples of such events are weddings, funerals, presbytery meetings or non-congregational events for which the DLUC sanctuary is being used. These must be used as configured and operated according to the instructions at the amplifier. If required, non-core components may be used only with prior approval of the Music Team and only if a properly trained member of the DLUC congregation is present to set up, operate and tear down the non-core components of the sound system.
- 3.1.4. ***Non-permissible use:*** No components of the sound system may be used for non-DLUC events without prior approval of the Board.

3.2. Operation of equipment:

- 3.2.1. Core components of the sound system may be operated by any responsible person using the sanctuary (as specified above), but must be used as configured and operated according to the instructions at the amplifier.
- 3.2.2. Non-core components may be operated only by members of the DLUC congregation who have been properly trained on same. In these cases, the person(s) operating the equipment are responsible for ensuring the safe and proper set-up, configuration, operation, tear-down and storage of the non-core components. They are also responsible for ensuring that the core components are returned to their original configuration after use.

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Authorized by: DLUC Board
Staff position or organization responsible for authorising the policy
Maintained by: Choir Director
Staff position responsible for keeping the policy up to date and error free
Approval Date: [2006/06/20]
Date the current version was approved
File name: Policy MUS002 Sound System 2006-06-20.doc

Original Issue: [2006/04/09]
Date of the original authorisation and issue of the policy
Current Version: [2006/04/27]
Date of the most recent amendment to the policy

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3.3. Training:

- 3.3.1. Anyone who wishes to use any non-core components of the sound system must be properly trained and must be able to demonstrate their ability to set-up, configure, operate, tear-down and store the non-core components. They must also demonstrate the ability to return the core components to their original configuration.
- 3.3.2. Training will be provided by a member of the Music Team who is experienced in the set-up, configuration, operation, tear-down and storage of the sound system. Alternatively, with prior permission of the Music Team, training may be provided by an experienced delegate.

3.4. Storage and safeguarding of equipment:

- 3.4.1. All non-core components will be stored in a designated secured storage cabinet or closet when not in use. They may only be accessed with the prior permission of the Music Team.

3.5. Responsibility for damage resulting from misuse:

- 3.5.1. The person operating the sound system is responsible for ensuring its safe and proper operation. This person may be required to pay for repairs or replacement of components damaged as a result of careless or improper use.

3. Definitions

- 3.1. **Amplifier:** The Peavey amplifier at the front of the church (under the pew behind the pulpit)
- 3.2. **Core components:** The core components of the sound system are the pulpit microphone and attached microphone cable, the second microphone cable for a hand microphone (but not the hand microphone), the amplifier, and the front speakers in the DLUC Sanctuary.
- 3.3. **DLUC:** Deer Lake United Church
- 3.4. **DLUC congregation:** The congregation that owns the DLUC building.
- 3.5. **Non-core components:** Any components of the sound system that are not part of the core components.
- 3.6. **Other congregation:** Any congregation that rents part or all of the DLUC building for its worship services.
- 3.7. **Sound system:** The DLUC sound system comprises any and all microphones, cables, cords, connectors, patch boxes, amplifiers, mixers and speakers belonging to Deer Lake United Church.

4. Responsibility / Owner

- 4.1. The Music Team is responsible for ensuring that this policy is kept up-to-date and is adhered to.

5. Legislative Context / External References

- 5.1. None.

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6. Associated Documents / Internal References

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