Hamilton-Williams Campus Center TV Policy/Procedures

Two high definition televisions are available for showing Power Point, Prezi, dvd etc. programs without sound from any approved club or organization through the Student Involvement Office during the lunch hour. Approved time slots will be available from 11:00am until 1:00pm. Reservations for television usage must be done through OrgSync. Only OrgSync Administrators can request television reservations. NOTE: there may be black out days when the televisions are unavailable due to other programs happening on campus, i.e. Admission programs, health fair, etc.

Requesters should arrive at the Student Involvement Office at least fifteen (15) minutes prior to play time (10:30am) to setup programming.

Requests to have a program scheduled for viewing during the lunch hour must be submitted within two days prior to the requested date. No last minute requests will be honored.

If the Student Involvement Office receives any complaints or inquiries regarding the said program, we may provide the complainant with the name and contact information of the Requestor.

The Student Involvement Office assumes no responsibility for programming that has not been previously approved and also accepts no liability for damage, loss or theft of any program provided to the Student Involvement Office.

Reserved, scheduled and approved programs should be consistent with University policies and values. The Student Involvement Office reserves the right to refuse play time on a temporary or permanent basis, or otherwise initiate suspensions of privileges against any individuals or organizations interfering with or jeopardizing the television operations or otherwise violating equipment or facilities during time of usage. Programs must meet the guidelines specified below:

• Qualifies as University-related information. (For example, events must be sponsored by a University office, program, or official student, staff, or faculty organization. Events sponsored by local charities are important, but the University is unable to use this newsletter to promote such events unless they have an on-campus co-sponsor who submits information on the organization’s behalf.)
• Has relevance to a broad base of faculty, staff, or students.
• Contains the contributor’s name, sponsoring organization’s name, and OWU email address.
• Does not represent vulgarity or sexually suggestive activity.
• Does not promote the use of alcohol or illegal substances.
• Does not indicate racial/ethnic/gender or religious insensitivity.
• Does not promote violence.
• Does not share personal opinion. (Submissions should be informational about programs, events, and/or opportunities without injecting political or other personal opinion.)
• Absolutely no copy written materials may be shown without prior written consent of the owner.

I have received a copy of the Hamilton-Williams Campus Center TV Policy/Procedures and have read them, I understand them, and I agree to comply with them.

Name (print): ____________________________________________  Phone #: ____________________________
Club/Organization: ______________________________________
Signature and date: ________________________________________

Scheduled day: (circle one) Monday  Tuesday  Wednesday  Thursday  Friday
Month:  ____________________
Date:  ____________________

This document is subject to change.

If you have any additional questions, please contact the Student Involvement Office at involveu@owu.edu or 740.368.3185.