

San Marcos Kiwanis Club Projector Policy

July 26, 2009

1. **Utilization:** All San Marcos Kiwanis Club Members may use the projector for *Kiwanis Club Use* or *Personal Use* under the policies below.
 - a. **Projector must be reserved for both Club Use or Personal Use**
 - b. All reservations *must* be made through the Kiwanis Club President (or Vice President in the absence of the President) by phone or e-mail and will not be considered to be confirmed until such time as an e-mail from the approving authority is received. Also, President will post all reservations on *mycalender* – see below – indicating days projector is reserved.
 - c. Club members are expected to return the projector as soon as possible.
 - d. Normally the person requesting the reservation first has precedence over any that follow. The President has the authority to resolve conflicts of dates, and to approve long-term loans.
 - e. The projector is normally not available for loan to members for *Personal Use* on the date of Club meetings or other Club functions. Under extenuating circumstances, the President may waive this rule.
 - f. Members may go to www.my.calendars.net/sanmarcoskiwanis/ to view all confirmed reservations for the projector.

2. **Utilization for Weekly Meetings:** The Kiwanian who is responsible for the program (person who invited the speaker/presenter) is responsible for the projector even if a guest is using it to present the program. That Kiwanian is responsible for:
 - a. Contacting the presenter to determine the input device and insuring that the correct connecting cables are being provided by the presenter, or are available with the projector. (Projector has a 9 pin RS23 cable to connect computer to projector.)
 - b. Reserving the projector in advance – See Utilization (1) above.
 - c. Arriving for the meeting early and **checking out the projector using the check out procedures (5) below.**
 - d. Helping the presenter connect the projector to his/her computer or other input device.
 - e. Making sure the presenter knows how to use the projector. If there are questions, refer to *Owner's Manual*. For example do not leave projector lamp on for extended periods. See Operation (3) below.

- f. When the program is over, the Kiwanis member is responsible for cooling down the projector before storing it back in its case.
 - g. Returning the projector with accessories (including power bar) and *Owners Manual* to Storage. See Storage (4) below.
 - h. Checking projector back in on *Check Out/In Sheet*.
3. **Operation:** Use procedures identified in *Owner's Manual* when using the projector. The *Quick Start Card* (first page in the *Owners Manual*) shows the steps to set up the projector. The *Owners Manual* will be stored with Projector. If you do not feel comfortable setting up the projector, please contact another Club member and ask for assistance. If you have questions contact John Polk or Lon Shell.
4. **Storage:** The projector is located in Paul's Office. Check with the wait staff to see if Paul is on duty. Please respect his office – if the door is closed when you check the projector in or out, please close it when you leave. The projector is quite expensive, so please keep this storage location confidential. Paul is kind enough to allow us the privilege of storing the projector in his office, but he is not responsible for the projector
5. **Check Out/In Procedures:**
 - a. Only Kiwanis members should remove or return projector to its storage location.
 - b. Prior to removing the projector from its storage place it must be checked out (even if it is just being used for a Kiwanis meeting) by filling out the *Check Out/In Sheet*. The *Check Out/In Sheet* is kept on clipboard next to Paul's desk. (See Instructions on *Check Out/In Sheet*.)
 - c. When checking the projector in or out, make sure that all of the components are present. A packing list will be in the projector case. Please notify the President if any components are missing.
 - d. Power bar should be kept with the projector