



# Central Library Events Audiovisual Guide

## Central Library Event Services Office

PO BOX 2287  
Austin, TX 78768  
512-974-7585 or Relay Texas 711  
[library.austintexas.gov/rental](http://library.austintexas.gov/rental)  
Updated October 1, 2020

## General Policy

For events requiring basic AV services such as handheld microphones and monitors/projection screens, all Austin Public Library (APL) AV equipment will be set up and ready before the rental period. The APL Event Coordinator will assist in mic checks and projector setup, but rentals do not include onsite AV or technical support. The Central Library's AV panels, soundboard, mixers, lighting controls, and any backstage equipment are operated only by APL staff.

The client is responsible for providing and operating their own equipment, technology, and presentations. Central Library staff is not responsible for troubleshooting client's computer, printer, mobile device or related software.

For events requiring more extensive AV services, clients may hire the APL AV Technician or an outside AV provider/vendor. There is no fee for hiring an outside vendor, but there may be fees associated with that vendor's use of APL equipment.

**For all events with AV presentations, we recommend that clients schedule an AV test with the APL Event Coordinator.** Pending space and equipment availability, you may schedule up to 1 hour onsite to test presentation materials and sound levels. AV tests or run-throughs requiring more than 1 hour must be scheduled as a rental.

## Client-Run Presentations

Rental clients may run their own AV presentations by providing the following:

- A person assigned to oversee AV needs who can coordinate onsite with APL staff
- Presentation device (laptop, tablet, phone) with HDMI port or HDMI adapter
- Clicker (if needed to operate presentation from stage)
- Redundant equipment (backup laptop, adapters, power cables, etc.)

We recommend that presenters and speakers arrive as early as possible within the rental period for AV, sound and mic check.

Presenters and speakers are advised to be familiar with proper microphone use and to practice with our microphones during the sound check.

## APL AV Technician

The APL AV Technician can monitor microphone levels, assist with projection screen switching, etc., but is not responsible for operating a client's equipment or for creating, editing, modifying, or directing a client's presentation. Clients requiring

such assistance should employ their own staff or hire a vendor that can provide those services.

The APL AV Technician has limited availability. Hiring of the AV Technician must be requested by the client at least 30 calendar days prior to the event date and approved by the AV Technician.

If hiring the APL AV Technician, the client should communicate all needs directly to the technician.

All event details and materials (run-of-show, presentations, logos, etc.) must be provided to the AV Technician no later than 14 calendar days prior to the event date.

The client will be invoiced post-event for the AV Technician's time preparing for and executing the event, as well as for any equipment usage fees.

## **Outside AV Vendors**

Should a client select an outside AV vendor, the vendor must follow the service standards and operating guidelines described below.

### **Insurance**

All AV vendors must provide the required Vendor Insurance to APL no less than 30 calendar days prior to the event date.

### **Run of Show / Planning**

The AV vendor must provide a detailed schedule of events to APL no less than 14 calendar days prior to the event date. This document should include load-in and load-out, sound check, rehearsal schedule, and show schedule.

A complete set of diagrams is required no less than 14 days prior to the event. This document should include stage sizes, cable runs, and blueprints of any set pieces. All diagrams must be approved by APL.

### **Equipment**

Outside vendors must request use of APL AV equipment in advance. Availability is not guaranteed. The client is responsible for any fees associated with a vendor's use of APL equipment.

Vendors are responsible for all equipment brought onsite. APL is not responsible for equipment that is lost, stolen, or damaged.

Any containers, materials, or items that are left behind after the end of the rental time may be disposed of at the vendor's expense.

No equipment or cases may be stored in library areas other than the rented space at any time. This includes public areas, service areas, staff-only areas, and the loading dock. Vendors should consult with the APL Event Coordinator for spaces where equipment may be stored.

Cases and equipment that are stored in approved areas must be safely secured and not impede staff access to doors or APL equipment. All equipment must be placed in compliance with all applicable occupancy, OSHA, ADA, and fire regulation codes. APL does not allow storage of any items outside the contracted rental time.

## **Setup**

The AV vendor may access the rental space only during the contracted rental time. If the vendor requires additional set-up, load-out, or rehearsal time, the client is responsible for contracting the necessary rental time with APL. Requests for additional rental time for load-in, load-out, etc., are subject to availability and will be charged at the usual rental rate.

## **Load-In/Load-Out**

Parking is not compensated unless arranged through the client. Parking fees for the Central Library's underground garage apply unless the client chooses to validate vendor parking.

The Central Library has limited dock space for load-in and load-out of equipment. All dock usage must be scheduled with the APL Event Coordinator. Use of the dock requires an APL staff escort. All freight, trailers, and equipment not in use for the event must be removed from the dock for the duration of the event. Vehicles are not allowed to remain in the loading dock unless approval is granted by APL Security.

All load-in and load-out must be conducted via APL-approved routes. Care must be taken not to damage walls, floors, or any part of APL property. Any expenses for clean-up or repair will be billed to the client. Questions or concerns about load-in/load-out may be directed to the APL Event Coordinator.

All outside AV vendors are responsible for all trash removal associated with their areas. If trash removal is not completed, the client may be charged additional Custodial time for cleaning.

## **Amplified Sound**

For the consideration of event guests or library patrons, APL reserves the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the library by guests or patrons.

## **Scaffolding/Rigging**

Scaffolding and rigging is not allowed. Freestanding lighting trusses are permitted with APL approval.

## **Electric Lifts, Ladders, etc.**

Forklifts, scissor lifts, or any motorized lifts are not allowed inside the library. Vendors are responsible for providing their own ladders and tools as needed to conduct their services. Due to safety and liability concerns, APL does not provide, rent, or loan any ladders, lifts, tools or other equipment.

## **Prohibited Items**

Attaching equipment by nails or screws to APL staging, flooring, or walls is not allowed for any reason. The use of smoke, fog, haze, or pyrotechnics is not permitted.

## **Power / Cables**

The Central Library provides standard 120V/20A circuits with multiple outlets in the event

spaces. Requests for higher voltages or amperages cannot be accommodated. Generators are not allowed inside the Central Library.

Multiple outlets and electrical cords must be grounded and must not be used to exceed their listed amp rating. All extension cords must be 12/3 gauge. Any use of two-wire extension cords is prohibited.

All cords and wires must be taped down and covered safely. When it is necessary to run cables or wires in any area where guests or personnel may travel, including all service or backstage areas, the vendor is responsible for providing cable ramps to ensure safety. Cables cannot be placed over doorways.

## **Additional APL Support**

To help ensure your event's success, the APL AV Technician may be assigned to your program as a technology liaison for the AV vendor. This policy applies for any production requiring the AV Technician's assistance or expertise in using APL

equipment, whether the AV Technician is hired beforehand or called for any last-minute assistance or emergency support. The APL AV Technician fees will apply for all time required as a technology liaison.

## Overtime / Damage Fees

All charges incurred by an outside AV vendor will be applied to the client's account.

## Lighting

The Central Library has limited lighting options available. Existing permanent lighting provides basic illumination of event spaces and traffic areas, with some pre-set event lighting available in the Special Event Center only.

The APL AV Technician may be hired to customize a lighting pre-set with the existing lighting if desired. Customized pre-sets must be requested no less than 14 days prior to the event. APL is unable to reprogram or customize lighting the day of an event. Standard AV Technician rates will apply.

Clients desiring more extensive lighting options may hire an outside lighting vendor. LED lighting, battery-powered lighting, or standard lighting requiring no more than 120V/20A outlets is recommended.

Rented or vendor-provided lighting must be temporary and freestanding. Magnetic or clip lights are permitted on non-porous surfaces such as glass, metal or plastic with APL approval. No lighting equipment shall be attached to doors, concrete columns, wood or finished walls.

Event lighting may not mark, mar, leave residue or change the building, fixtures or finishes. Installation and removal of lighting equipment must be confined to the rental times.

All lighting designs must be approved by APL staff.

## Audio-Visual Equipment Inventory

All rates are per item, per day.

Equipment Type	Details	Qty	Location	Rate
Projection System	16'Wx9'H Ceiling-Recessed Projection Screen, Ceiling-Mounted Projector (14,500 lumens), and QSys Encoder with HDMI or USB-C inputs	2	Event Center	1st free 2nd \$50

Equipment Type	Details	Qty	Location	Rate
Public Address (PA) Speaker System	Wall-Mounted Bose Speaker Array (north and east walls)	2	Event Center	Free
Wireless Handheld Microphones (also available with lectern or mic stands)	Shure Beta 58A Microphones (connected only to in-house receivers)	6	Event Center	1st free Add. mics \$50 each
Wireless Headset Microphones	DPA d:fine Single-Ear Directional Headset Microphones (connected only to in-house receivers)	2	Event Center	\$50
Patch Fee	Access to input/output channels of in- house sound system (requires pre- approval)	1	Event Center	\$50
Soundboard with APL AV Technician	Roland M-5000C Soundboard (required if using more than 6 microphones or a combination of microphone types). APL AV Technician must operate.	1	Event Center	\$118/hour \$170/ hour (holiday)
Display Monitor	Planar UltraLux Lux80 (80" LCD monitor)	1	Demo Area	Free
Public Address (PA) Speaker System	Built-in ceiling speakers with handheld wireless Shure microphones	1	Demo Area	1st mic free Add. mics \$50 each
Display Monitor	NEC 65" LCD Monitor	3	Mobile	1st monitor free 2nd monitor \$25
AMX SVSi Encoder	Qsys Encoder	1	Mobile	Included with 2nd monitor
Powered Speakers	Electro-Voice ZLX-12P Powered Loudspeakers (1000w) Speaker stands included	2	Mobile	1 speaker free Add. Speakers \$40 each
Powered Speakers	JBL PRX 712 Powered Loudspeakers (1500w). Speaker stands included.	2	Mobile	1 speaker free Add. Speakers \$40 each
Passive Speakers	Yamaha 15" Passive Loudspeakers (1000w). Speaker stands included.	2	Mobile	1 speaker free

Equipment Type	Details	Qty	Location	Rate
				Add. Speakers \$40 each
Mixing Board with Amplifier	Yamaha EMX5 Powered Mixer (12 Channel, 1260w)	1	Mobile	Incl. with passive speaker
Mixing Board – 10 Channel	Yamaha MG10XU Mixer	1	Mobile	Incl. with powered speaker
Mixing Board – 6 Channel	Yamaha MG06X Mixer (6 Channel)	1	Mobile	Incl. with powered speaker
Microphone (wireless)	AKG HT420 Wireless Handheld Mic	1	Mobile	1st Free
Microphone (wired)	AKG D5 Wired Mic	6	Mobile	1st Free Add. mics \$25 each
Uplighting	Chauvet Professional Well Fit 10W Wash LED Fixtures	12	Mobile	\$25 per fixture
APL AV Technician	Austin Public Library employee trained in audio visual equipment use.	1	Mobile	\$118/hour \$170/hour (holiday)

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.