



## **USE OF AUDIO & VIDEO EQUIPMENT DURING COVID-19 RESTRICTIONS**

Use of the audio and video equipment involves physical contact with items that will be touched by the next users and, in many cases, that are difficult or delicate to clean and involve electrical items. Please therefore observe the following precautions:

- If using the projector screen please ensure that the screen handle and the pole used to unfurl and re-furl the screen are cleaned before and after use
- Please ensure that the HDMI socket, projector on/off switch at the side of the stage and projector remote are cleaned before and after use. Use a cloth, **DO NOT SPRAY**
- If you are using the PA system e.g. microphones, cables, CD player, switches on back wall of stage, cabinet in passageway behind stage, please use disposable gloves, which are provided at the stage cleaning station. You **MUST NOT ALLOW CONTACT** between the microphone and your face. You **MUST NOT USE SPRAY** cleaning; please wipe with a cloth if necessary

The projector remote, HDMI cable, microphones etc are located in the wooden box on the rear corner of the stage, Pook Lane side. The key to this box is in the key safe mounted on the stage rear wall opposite the box. Please make sure you return it at the end of your hire and lock the box.

There is a key to the safe with the hall access keys.