HSC DJ Guidelines

All music providers should adhere to the following guidelines whenever serving customers in the Holmes Student Center. These procedures will facilitate load in/load out setup and take down and allow HSC personnel to complete their duties in a timely fashion. Failure to comply with these guidelines will result in the vendor being banned from HSC functions.

**Loading Dock**
- Use the Holmes Student Center loading dock to load/unload equipment except in cases where the loading dock is currently in use by others. If the dock is in use, follow the direction of the Guest Services supervisor.
- Move vehicles out of the loading dock promptly after you have unloaded equipment. At this time, a Guest Services Employee will stand by at the dock to monitor the equipment. (Vehicles may be left at the dock if a proper vendor permit is obtained from Parking Services in advance.)
- Comply with requests to move vehicles from spaces in the loading dock if space is needed for Service or other University vehicles.

**Moving Equipment through the building**
- Only use Holmes Student Center carts with prior permission from the Building Services Supervisor or Guest Services Supervisor.
- Only move equipment through the Holmes Student Center with an escort from the Guest Services Staff.
- Under no circumstances cut through any room to get to another room without permission from the Guest Services Supervisor.

**Closing Procedures**
- Have all equipment out of the room in which the event was held, and to the loading dock or alternate loading location, no more than forty-five (45) minutes after the conclusion of the event.
- Comply with any and all requests made by Holmes Student Center employees or other University Officials regarding termination of services during or at the conclusion of any event, i.e. shutting equipment down during altercations or at schedule contract end times.
- Plan accordingly with Guest Services Supervisor to ensure you are out of the room in a timely fashion, so as not to be the cause for late charges for groups renting rooms.