

## Technology and Equipment Policy

All Center for Arts Inspired Learning staff and roster artists have a variety of technical equipment and supplies to use as resources. Due to our growing capacity and new location we have implemented a policy for checking in/out equipment and using supplies for programming.

1. All technology equipment requests must go through the managing staff member of the program it is being used for as well as the Resident Teaching Artist Team Lead.
2. Equipment must be checked in and out using the inventory system located on the laptop on the third floor by the white board.
3. Only staff members have the ability to check equipment in/out. Upon checking items out on behalf of roster artists, please indicate name of artist/group in the notes section, the date it is checked out, as well as the return date.
4. Roster Artist must fill out an equipment request form two weeks prior to program start date to ensure all items are available.
5. Items checked out must be returned to CAL as they were received. CAL staff must approve any new programs, pictures, or software added to equipment. Passwords or logins should not be changed.
6. CAL equipment should not be used for personal use.
7. Items can only be checked out 1 week prior to the start of a workshop/residency, unless discussed and approved at the time of equipment request.
8. During check out, the program manager and the artist/staff must check all items to ensure equipment is not damaged and is working properly before it is taken out of the office.
9. Items checked out must be returned within the following deadline, unless discussed and approved at the time of equipment request.
  - a. Workshop (1 Day) – 2 days after end of program
  - b. Residency (2-4 days) – 3 days after end of program
  - c. Residency (5 or more days) – 1 week after end of program
10. Art Supplies/Non technical equipment must be returned and placed back on the third floor as they were found. Please make sure to take care of and clean up items upon return (i.e. paint brushes)