AV Request & Equipment Loan Policy

MPT Hours of Operation
Monday to Friday: 9 a.m. to 5 p.m.
Saturday & Sunday: CLOSED

Audio/Video Recording or Streaming/Over-flow Request
- MPT services are only available for DePaul sponsored events and courses.
- Requests must be made online using the Media Production Request Form.
- Request must be made at least two weeks in advance.
- MPT reserves the right to deny any requests for offsite (outside of DePaul properties) recording.
- Weekend and nighttime AV requests will be accepted based on staff availability.
- Editing is provided as part of our services. Editing can take 3 weeks or more depending on the type of video production required.
- Please note: Submission of a request does not guarantee fulfillment. MPT reserves the right to deny requests based on availability of staff, violation of US law, DePaul policies, or any other reason.

Equipment Loan Reservations
- MPT only loans equipment for DePaul sponsored events and courses.
- Equipment loans are for short-term use only (one week or less.)
- Equipment reservations may be made online using the Media Production Request Form.
- Reservations must be made at least one week in advance.
- Training on how to use the equipment properly may be required prior to the checkout.
- Equipment must be returned to our department within 3 business days.
- Equipment must be returned to MPT in its entirety, in fully operational condition, clean and undamaged. The condition of the equipment will be assessed by our staff on duty at the time of return. A grace period of one week may be given to find and return any missing equipment or components.
- Please note: Submission of a request does not guarantee fulfillment. MPT reserves the right to deny requests based on availability of staff, violation of US law, DePaul policies, or any other reason.

Cancellations
- Please contact us at least 4 business days in advance if you need to cancel an AV recording request.
- Please contact us at least 2 business days in advance of the pick-up date if you need to cancel an equipment loan reservation.

Financial Penalties for Loss or Damage
- The person or the department on the checkout form is solely responsible for the equipment so entrusted. The borrower or the department will be held liable for replacement costs.
- Any equipment outstanding 14 days past the due date will be considered lost, and the borrower will be held financially responsible for the equipment.
- If equipment is stolen, the borrower or the department must file a report with the appropriate Police Department and DePaul Public Safety (if the event occurred on campus) within 14 days of the theft. If no report can be provided, the equipment will be considered lost, not stolen.