



Community Media Center Use Policy

Unity Hall Community Center

709 Terrill Street, Beckley, WV 25801 | Phone: (681) 238-5806

Contact Information

Questions about this policy should be directed to the Media Center Director by calling the number listed above, or by e-mailing tony@newbeckley.com.

Purpose of the Media Center

The purpose of the Media Center is to provide access to computers and electronic media so that all members of our community can become active participants in today's digital society.

Use of the Media Center is open to organized groups engaged in educational training activities. The Media Center requires a \$50 cost recovery fee to reserve the facility for your group. The \$50 cost recovery fee is required before booking can be confirmed. No organization or instructor may charge patrons for use of the Media Center computers.

The special security settings, disabled functions and other customized aspects of Media Center computers are part of the standard setup. This means applications, Web sites, and other functions that operate on computers in your home, business or school may operate differently or not at all in the Media Center. Be sure to preview the Media Center's functions well in advance of scheduled use.

Typical Uses & Facility

Programs offered to the public include but are not limited to basic computing skills, employment skills, standard office applications, the Internet, Email, and using Media Center equipment.

Applying for Use

Media Center times available for public group training must occur during regular center hours. Activities presented directly by the center or by an organization with the sponsorship/support of the Media Center take precedence over non-center use of the facility.

Application

- Request should be made not less than ten days and not more than three months in advance of the program.
- The \$50 cost recovery fee must be made before application can be approved.
- An authorized, responsible contact person, who is at least eighteen years of age, must serve as the central contact for Media Center Staff regarding each booking, and agree to accept responsibility for all Media Center property, the condition of the room, and the conduct of the group.
- Applications for use of the center must be filed in writing with the Media Center Director who is authorized to grant or deny permission for use of the center. The applicant will receive notice of approval or disapproval of the application as soon as possible.
- Children or student groups must have adequate supervision by a person at least eighteen years of age.
- Permission to use the Media Center is not transferable from one organization to another.
- Any change of the authorized officer or session content indicated on the application form should be submitted to the Media Center Director.
- Application forms and contact information for the Media Center Director are available at the UHCC Reception Desk.

Orientation by Media Center Director

- The authorized representative or trainer must schedule a short training/orientation session with the Media Center Director before the first time of intended use.
- Trainers need to preview the center set-up before the actual day of training. UHCC staff will not be available to train the trainers "on the fly".

- UHCC staff cannot change the configuration or set-up of the computers, add or delete programs, create or modify network accounts, or bypass any security settings.
- Outside programs may not be run or installed on the computers. Only programs already installed on the computers may be used in the center.
- There will be websites or Internet programs that Media Center computers cannot access. Prior testing is essential.

Cancellation

The Media Center Director should be given at least 72 hours advance notice of the group's desire to cancel an approved Media Center session. In the event cancellation by the Media Center is necessary for any reason, every effort will be made to notify the applicant at least 72 hours in advance of the approved session.

General Guidelines

- Patrons must sign in as a member or guest before entering the center.
- All users agree to follow the Media Center's posted rules of conduct, and cease use of the the center immediately upon notice by UHCC staff to do so.
- No food is allowed in the center.
- Maximum of 2 people per computer.
- Smoking and alcoholic beverages are prohibited in the Media Center.
- All users of the center are responsible for the prompt removal of their property at the close of their session. UHCC is not responsible for equipment, supplies, materials, or other items owned by an individual or group.
- Users are responsible for cleaning up and putting things in order.
- No organization may charge attendees for the use of the computers.
- Approving the use of the facilities in no way constitutes endorsement of the policies or beliefs of anyone using the Media Center.
- Illegal use of Media Center facilities and equipment is prohibited.
- Users may not make illegal copies of the copyrighted software owned by the Media Center, nor may they use center equipment to duplicate other software illegally. Violators will automatically lose their computer use privileges and may be subject to criminal prosecution.
- There are State and Federal laws governing the use of computer and telecommunications resources. Media Center users are required to abide by these laws as well as Media Center policy.
- Users agree to hold Unity Hall Incorporated, including each and all of their respective officers, agents and employees, at all time free and harmless from and against any and all claims, demands, or judgments which arise out of, and in connection with, or be the result of any injury or loss of any kind sustained or suffered by any person or persons while attending a Media Center session, or while on the premises of the UHCC building and grounds.

Amendments & Exceptions

- Provisions of this policy may be waived or amended under special conditions only by the approval of the Media Center Director or his/her designated agent.
- The Director must approve any exceptions or deviations from this policy prior to use of the center.