**GUIDELINE**

**4.17 Audio Visual Control Rooms**

**Purpose**

*Persons requiring access to audio visual and other control rooms must have the appropriate authorisation.*

**Guideline**

Under no circumstances are security officers to provide any person with access (permanent, temporary, or inspection) to audio visual services control rooms, projection rooms, or any other area of audio visual control equipment, without the authority of the staff of the Learning and Teaching Centre.

The details of the person/s permitted access are to be recorded in the Daily Events Register along with the name of the authorising officer.

Film Society use the Macquarie Theatre Bio Box each Friday and Sunday during term. Sometimes the request may come from the Film Society to open up so they can deliver the film canisters to the Bio Box. If this is the case, ensure that permission has been granted from an authorised officer from the Learning and Teaching Centre before access is granted.

**Contact Officer**

*Campus Security Manager*

**Date Approved**

1 July 2012

**Approval Authority**

*Director, Property*

**Related Policies, Procedures, Guidelines, Forms or Templates**

*Security Services Section – Standard Operating Procedures*

**Next Date of Review**

1 July 2013