



EVENTS MANAGEMENT OFFICE
REQUEST FOR THE USAGE OF THE LED SCREEN WALL

Date: _____

Requesting Party/Department: _____

Contact Person: _____

Contact Number: _____

Event/Purpose: _____

Location: _____

Date of Activity: _____

A. Guidelines for the Use of LED Screen for University/Requested Activities

I. Purpose and Scope
These guidelines outline the procedures and standards for using the LED screen for University-related and requested activities, ensuring its effective and responsible operation. These guidelines apply to all students, faculty, staff, and external organizations seeking to utilize the LED screen.

II. General Guidelines

- 1. **Scheduling:**
 - **Priority may be given to official University events and announcements.**
- 2. **Transport, Set-up, Operations and Return**
 - **Transport Team:** The requesting party shall provide a team to assist in the transport of the LED screen.
 - **Coordination:** The requesting party shall coordinate with both the GSO and MIS for the transport, set-up, and operations of the LED wall.
 - **Approval:** Any request for the transport and set-up of the LED wall panel must still be approved by the GSO Director using the provided "Request for Transport and Set-up of LED Wall Panel" form.
 - **Technical Assistance:** Any request for technical assistance in the use of the LED panel must be directed to the MIS Director using the provided "Request for Technical Assistance - LED Panel" form.
 - **Return:** The LED wall shall be returned to the Events Management Office on the agreed return date specified in the "Request for Transport and Set-up of LED Wall Panel" form.
- 3. **Power Source**
 - **On-Campus Usage:** The University will provide the necessary power source for LED wall usage within the campus premises.
 - **Off-Campus Usage:** For usage outside the school campus, the requestor must identify and secure a power source with a capacity of not less than 30 amp load. The requestor is responsible for all costs associated with securing and utilizing this power source.
- 4. **Violations and Penalties**
 - Failure to comply with these guidelines may result in:
 - Rejection or removal of content from the LED screen.
 - Suspension or revocation of the user's access to the LED screen.
 - Other penalties as deemed appropriate by the University administration.
- 5. **Operational Guidelines & Client Support**

To ensure a smooth and successful rental experience for all parties involved, clear operational guidelines will be established:

A. Booking & Payment Guidelines:

- 1. **Inquiry and Reservation:**

- **For Internal Users:** The Requestor initiates the booking process by contacting the Events Management Coordinator.
- **For External Users:** A formal letter of request shall be submitted to the University President for approval. Once approved, the requestor may proceed with coordinating the booking with the Events Management Coordinator.
- The Requestor initiates the booking process by contacting the Events Management Coordinator.

2. Booking Confirmation:

- To confirm the booking, the Requestor submits a completed Rental Request Form.
- The deposit can be paid at the MPSPC Cashier's Office during regular business hours.
- Upon receipt of the deposit and completed form, the Events Management Coordinator/LED Wall Rental Coordinator issues a Booking Confirmation document.

B. Content Preparation & Management Guidelines:

To ensure a seamless and visually stunning display on the MPSU LED Wall, we have established the following guidelines for content preparation and management:

1. Technical Specifications:

- **File Formats:** We accept a variety of file formats, including .mp4, .mov, .avi, .wmv, .jpeg, .png, and .gif.
- **Resolution:** The ideal resolution for content displayed on the LED Wall is 9ftx12ft. However, we can also accommodate content with lower resolutions, though some quality degradation may occur.
- **Aspect Ratio:** The recommended aspect ratio for content is 3:4, ensuring optimal display without cropping or distortion.
- **Color Profile:** Please ensure your content is created using the sRGB color profile for accurate color reproduction on the LED Wall.
- **Audio:** If your content includes audio, please provide it in a separate file or embedded within the video file.

2. Submission Deadlines:

- **Initial Content Submission:** To allow ample time for technical checks and adjustments, we request that you submit your initial content at least 7 days before your event date.
- **Final Content Submission:** Any final revisions or updates to the content must be submitted no later than 2 days before the event.

3. Technical Support & Assistance:

- **Content Consultation:** Our technical team is available to provide guidance and support throughout the content preparation process. Feel free to reach out with any questions or concerns regarding file formats, resolution, aspect ratio, or other technical aspects.
- **Compatibility Checks:** We will conduct thorough compatibility checks on all submitted content to ensure seamless playback on the LED Wall.
- **Content Adjustments:** If any technical adjustments or optimizations are required, our team will work with you to ensure your content is displayed in the best possible quality.

4. Content Review & Approval:

- **University Policies & Community Standards:** All content displayed on the MPSU LED Wall must adhere to the University's policies and community standards. We reserve the right to reject any content that is deemed inappropriate, offensive, or in violation of these guidelines.
- **Content Review Process:** Submitted content will undergo a review process to ensure compliance with University policies and community standards. We will notify you promptly if any changes or modifications are required.

C. On-Site Logistics & Safety Guidelines:

To ensure a smooth setup, safe operation, and successful event, please adhere to the following on-site logistics and safety guidelines for the MPSU LED Wall rental:

1. Site Assessment & Preparation:

- **Pre-Event Site Visit:** Our technical team will conduct a mandatory site visit prior to the event to assess the suitability of the installation location, power supply, and any potential safety hazards.
- **Space Requirements:** Please ensure that the designated installation area is clear of any obstructions and provides sufficient space for the LED wall, its support structure, and safe access for our technical team.
- **Power Supply:** A dedicated and stable power source with the appropriate voltage and amperage must be available within close proximity to the installation site.
- **Weather Protection:** If the event is outdoors, please ensure adequate weather protection for the LED wall, such as a tent or canopy, to prevent damage from rain, wind, or direct sunlight.

2. Installation & Dismantling:

- **Professional Installation:** Our experienced set-up team will handle the installation and dismantling of the LED wall, ensuring proper assembly, secure anchoring, and optimal viewing angles.
- **Client Cooperation:** Please ensure that our team has clear access to the installation site and any necessary equipment or tools.
- **Timelines:** Installation and dismantling will be scheduled in coordination with the client to minimize disruption to the event setup and flow.

3. Operation & Monitoring:

- **Technical Supervision:** Our technical operations team will be present throughout the event to operate and monitor the LED wall, ensuring smooth playback and addressing any technical issues that may arise.
- **Restricted Access:** Please ensure that the LED wall and its surrounding area are restricted to authorized personnel only to prevent accidental damage or tampering.
- **Emergency Procedures:** In case of any emergency or safety concerns, please follow the instructions of our technical team and any designated event safety personnel.

4. Safety Precautions:

- **Crowd Management:** Adequate crowd control measures should be implemented to prevent overcrowding or accidental contact with the LED wall.
- **Electrical Safety:** Please ensure that all electrical connections and cables are properly installed and secured to prevent electrical hazards.
- **Weather Monitoring:** In case of inclement weather, please take necessary precautions to protect the LED wall and ensure the safety of attendees.

5. Post-Event Inspection:

- **Damage Assessment:** A thorough inspection of the LED wall will be conducted after the event to assess any potential damage.
- **Liability:** Any damage caused by negligence or misuse will be the responsibility of the client as per the liability framework outlined in the rental agreement.

D. Comprehensive Liability Framework for MPSU LED Wall Rental

The following framework outlines the responsibilities and liabilities of both Mountain Province State Polytechnic University (MPSU), hereafter referred to as the "University," and the "Client" during the rental period of the MPSU LED Wall. This framework is designed to protect University assets and ensure a clear understanding of each party's obligations.

a. University's Responsibilities

- **Equipment Provision:** Provide the LED Wall in good, documented working condition, along with all necessary accessories and cables for its operation.
- **Technical Support:**
 - Offer pre-event technical consultation and guidance.

- Ensure professional installation and dismantling of the LED Wall at the event venue.
- Provide on-site technical operation and troubleshooting during the event as per the service agreement.
- Conduct a mandatory joint post-event inspection with the Client upon return and before the official sign-off.
- **Insurance:** Maintain general insurance coverage for the LED Wall against loss or damage not directly caused by the Client's actions, negligence, or breach of this agreement.

b. Client's Responsibilities

- **Full Responsibility and Care:** The Client assumes full responsibility for the care and security of the LED Wall from the moment it is handed over for transport until it is formally returned and accepted by the University's authorized personnel.
- **Transport Assistance:** Provide a capable team to assist the University’s personnel in the safe transport (both delivery and return) of the LED Wall panels and equipment. The Client is liable for any damages incurred during this transport phase due to their team's actions or negligence.
- **On-Site Conditions:**
 - Ensure a secure, stable, and weather-protected location for the LED Wall installation with an adequate and reliable power supply.
 - Strictly comply with all safety protocols and operational guidelines provided by the University.
 - Obtain and provide copies of any necessary permits or permissions required for the event and the use of the LED Wall.
- **Supervision and Security:** Actively supervise the event area and ensure that unauthorized persons do not tamper with, obstruct, or damage the LED Wall. The Client is responsible for securing the equipment from any form of damage, vandalism, or misuse by event attendees or staff.
- **Payment:** Ensure timely payment of all rental fees and any additional charges, including penalties for damages or late returns, as per the agreed-upon terms.
- **Content:** Provide display content that adheres to the University's technical specifications and all applicable laws, ensuring no copyright or intellectual property rights are violated.

c. Liability, Damages, and Indemnification

- **Client's Absolute Liability:** The Client shall be held financially responsible for any and all damages, loss, or destruction to the LED Wall or its components that occur at any point during the rental period, including during transport, setup, use, and dismantling, up until the equipment is officially returned and inspected by the University. This includes, but is not limited to, damages caused by negligence, misuse, accident, environmental exposure (e.g., water damage), or failure to comply with operational guidelines.
- **Damage Assessment and Costs:** The cost of repairs or replacement for any damages will be assessed by the University and charged directly to the Client. An official damage report will be provided.
- **Indemnification:** The Client agrees to indemnify, defend, and hold the University harmless from any and all claims, liabilities, damages, and losses (including legal fees) arising from the Client's rental and use of the LED Wall. This includes, but is not limited to, third-party claims for personal injury or property damage.
- **University's Limitation of Liability:** The University shall not be held liable for any indirect, consequential, or incidental damages arising from the use or inability to use the LED wall, including but not limited to loss of profits, business interruption, or event delays.
- **Recommended Client Insurance:** The Client is strongly encouraged to obtain their own liability and equipment rental insurance to cover any potential damages, losses, or liabilities that may arise from this rental agreement.

6. Amendments

- These guidelines may be amended from time to time by the University administration.
- Users will be notified of any changes.

7. Agreement & Signature

- ✓ I have read and understood the MPSU LED Wall Rental Guidelines. **Yes**__ **No**__
- ✓ I have read and understood the MPSU LED Wall Liability Framework. **Yes**__ **No**__
- ✓ I agree to comply with all the guidelines and assume responsibility for any damages caused by negligence or misuse. **Yes**__ **No**__

Signature:_____

Name:_____

Date:_____

B. Request for Transport of LED Wall Panel and Electrical Set-Up

Transport Date: _____
Removal Time: _____

Noted: _____ Endorsed: _____

PETER O. ANA-AS **CHRISTIAN P. ASPILAN** **JAYSON A. OMAWENG**
Electrician *AO I- GSO* *GSO Director*

C. Request for Set-up and Technical Assistance - LED Panel

Set-up Date: _____
Set-up Time: _____

Removal Date: _____

Nature of Assistance Required:

- ☐ Troubleshooting (Please describe the issue): _____
 - ☐ Content Formatting (File type, resolution, etc.)
 - ☐ LED Panel Operation
 - o Date: _____
 - ☐ Other/s: _____
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Endorsed:

GEOFFREY ALVIN L. TICANGAN
MIS Director

Approved for Usage:

CAROLYNE DALE CASTAÑEDA-IGUID
Events Management Coordinator