

The AV Room provides audio-visual equipment to support admin, faculty, as well as students enrolled in practicing arts classes that require specific items.

## Contact:

+49 30 43733 119

av@berlin.bard.edu

## Location

Platanenstr. 98, downstairs

## Opening Hours:

Hours depend on class needs and can vary each semester.

Please check our appointment booking page for availability.

There is no service without appointment, on weekends, holidays or during school breaks.

## For access please book an appointment:

<https://avroom.youcanbook.me>

## Lending

- All Items to be reserved for a specific date should be requested at least **one week in advance**. Otherwise, equipment availability will be limited to a first-come, first-serve basis.
- All items checked out are **due back within 1 week**. Exceptions for long-term lending only with prior approval from AV staff.
- All items need to be checked out and back in **on time and in person**.

## Fines

- All items returned late will be subject to a 1 Euro fine, per av day.
- All items returned without accessories (cable, card, etc) will be subject to a 1 Euro fine, per av day.
- All items damaged or lost will be subject to reimbursement up to a max of 250 Euro, per item.  
**Damaged or malfunctioning items are expected to be reported to staff upon check-in!**

Failure to pay fines will result in a hold on your account.

Failure to responsibly manage BCB AV equipment and spaces may result in the suspension of this service. Further, such violations may include disciplinary follow-up through the Student Code of Conduct.