

Hartland Public Library
Community Room Equipment Request Form

Name of Organization: _____

Title of Program: _____

AV Equipment Needs:

TV Monitor _____

Pull-down Screen _____

DVD/VHS Player & Projector _____

Laptop Connection _____

Projector with Sound or Without Sound (Circle one)

I, the undersigned, have read the information in the Meeting Room policy and accept the responsibilities stated therein.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print): _____

Phone: _____

Email: _____

Meeting Room Equipment Usage Information:

- Applicants must undergo a brief training of the equipment before the event at a time agreed on with Library staff.
- Laptop computers should be brought in to check compatibility. (No Apple cords are available for the projector.)
- There is WiFi available in the Community Room. Reasonable technical and equipment support is available during operating hours. When the library is closed, no technical or equipment support will be available.
- The library cannot guarantee internet connection.
- Please follow equipment instructions carefully and do not press extraneous buttons or unplug cords.
- The applicant is responsible for any damage done to the library facilities or equipment.

To be completed by the Library Director:

Meeting confirmed and scheduled: _____ Date: _____