



## Equipment Use Agreement

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Saxe Room: \_\_\_\_\_ Banx Room: \_\_\_\_\_

Date of Equipment Use: \_\_\_\_\_, Hours: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

## Equipment Requested

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\_\_\_\_\_ Screen

\_\_\_\_\_ Ceiling Mounted Projector – For video showing

\_\_\_\_\_ Ceiling Mounted Projector – For computer presentation – applicant must provide laptop

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I, or my organization, hereby agree to be responsible for the proper operation of the equipment listed above. If any damage occurs to said equipment during my organization's meeting, I or my organization shall be responsible for any and all cost of repairs to this equipment. If the equipment is beyond a repairable state, then the equipment shall be replaced to the Worcester Public Library by the Group/Organization in a timely fashion.

Please return to Head Librarian's Office with Meeting Room Use Application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_