Equipment Use Agreement

Saxe Room:______ Banx Room:______

Date of Equipment Use: _______________________, Hours:____________

Name of Group/Organization: ________________________________

Equipment Requested

____ Screen

_____Ceiling Mounted Projector – For video showing

_____Ceiling Mounted Projector – For computer presentation – applicant must provide laptop

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: ____________________________________________________