

**Laurens County Library
InFocus Projector Loan Agreement**

I _____ accept complete responsibility for any damage to or possible loss of the Laurens County Library's InFocus Projector, or item on the following projector equipment list, while it is in my possession. Library staff will examine all equipment prior to and after each event to ensure that it is in working order and all equipment is accounted for. I understand library staff are able to render only limited technical support.

Repair, replacement and/or cleaning fees will be charged to user according to the repair cost, retail replacement cost and/or cleaning fees as determined by the Laurens County Library. I will use the equipment in the library on _____.

I understand that the Library's InFocus projector may not be taken from the building.

Projector equipment list:

LP435Z Projector
Soft carry case
RS232 cable
Power cord
Cable Wizard
Remote

Date: _____

Signature: _____

Pines Library Card Number: _____

**Approved by the Laurens County Board 9/12/2005
To be Approved at the November 2005 Oconee Regional Library Board meeting**

**Laurens County Library
MEETING ROOM AND EQUIPMENT LOAN APPLICATION**

MEETING DATES: _____

MEETING TIME: _____

AUTHORIZED PARTY MAKING RESERVATIONS:

INDIVIDUAL'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: (DAY): _____ (EVENING) _____

ORGANIZATION NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EXPECTED ATTENDANCE: _____

PURPOSE OF MEETING: _____

EQUIPMENT REQUESTED:

TV _____	OVERHEAD PROJECTOR _____
VCR _____	INFOCUS PROJECTOR (requires additional agreement) _____
DVD _____	SLIDE PROJECTOR _____
EASELS _____	

THE LIBRARY RESERVES THE RIGHT TO CHANGE A MEETING LOCATION IF THE MEETING ROOM IS NEEDED FOR A LIBRARY FUNCTION.

MEETING ROOM AGREEMENT

The undersigned agrees to be responsible for the organization/party he or she represents by complying with the attached policy for use of the meeting rooms and/or equipment of the Laurens County Library. Cost for any damage shall be assumed by the patron signing this written agreement with the Library. The Library's meeting rooms are public property and will be open to staff inspection at all times.

PATRON: _____ DATE: _____

APPROVED BY: _____ APPROVAL DATE: _____

No fees are charged for the use of the meeting rooms; however, donations are always appreciated.

Laurens County Library – 801 Bellevue Ave. – Dublin, GA 31021 - (478) 272-5710 - (478) 275-5381(Fax)

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