



Sienna Branch Library

Phone: 281-239-2900 Fax: 281-238-2902

AUDIOVISUAL USAGE AGREEMENT

Today's Date

Any guest-group wishing to use audiovisual equipment will be instructed in its use by the Adult Services Department. Tentative bookings of equipment will be made at time of application. Final confirmation will be made when the person (member) named below contacts the Adult Services Department for instruction (281-238-2950).

Name of organization
Name of member using equipment
Name of contact person (if different)
Phone Meeting room
Meeting date Meeting time
Number of people anticipated at meeting

EQUIPMENT (Check all listed equipment you will need in the room you are booking)

- Meeting Room
Satellite (separate form)
Laptop (separate form)
Projector/DVD for laptop
Projector/VCR/DVD
Slide projector
Screen
TV/DVD/VCR Combo
Phone
Easel (limit 2) #
Dry-erase board
Lapel microphone
Microphone(s)
(If you need microphone(s), please fill out the form on the back of this page.)

- Multipurpose Room
Satellite (separate form)
Laptop (separate form)
Projector/DVD for laptop
Projector/VCR/DVD
Slide projector
Screen
TV/DVD Combo
Phone
Easel (limit 2) #
Dry-erase board
Microphone(s)
(If you need microphone(s), please fill out the form on the back of this page.)

Please turn to the back of this page and complete filling out the form. Your signature is required under "Applicant Agreement."

**Microphone Configurations – check only ONE selection**

\_\_\_\_\_ 1 wired hand-held microphone

\_\_\_\_\_ 1 wireless lapel microphone

If you have selected a configuration that involves a hand-held microphone, please answer the following questions:

Do you need a stand(s) or the lectern for the hand-held microphone(s)? \_\_\_YES \_\_\_ NO

If you answered YES, please select from the following: choose all that apply

\_\_\_\_\_ Floor microphone stand

\_\_\_\_\_ Tabletop microphone stand

\_\_\_\_\_ Microphone installed on the lectern

**APPLICANT AGREEMENT**

I understand that I must make final confirmation with the Audiovisual (AV) Department (281-341-2607) at least **48 hours** before our meeting. If any assistance is needed in setting up equipment or involves computer-related equipment, I will make arrangements with the AV Department at least 48 hours prior to the meeting time. I understand that I will be responsible for and must make good any damage to the library's equipment while it is in my use. **I further understand that use of video-projection equipment must cease at least 30 minutes before the library closes**, to allow for shutdown procedures.

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**Signature of person completing this application form**

**Please notify the Audiovisual Department of any problems with equipment.**

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FOR STAFF USE

\_\_\_\_\_  
AV Staffmember receiving application

\_\_\_\_\_  
Date

Date entered in ResSched \_\_\_\_\_ Person entering \_\_\_\_\_