



FORT BEND COUNTY LIBRARIES
Bob Lutts Fulshear / Simonton Branch Library

8100 FM 359 S • Fulshear
 Phone: 281-633-4675 • Fax: 832-471-2452
 Email: fspublic@fortbend.lib.tx.us



Today's date

AUDIOVISUAL USAGE AGREEMENT

This reservation will not be confirmed until the library contacts you.

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.

Name of Organization _____
 Name of member using equipment _____
 Name of contact person (if different) _____
 Telephone number _____ Cell _____
 Email _____

ROOM AND EQUIPMENT

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

- TV / VCR
- Video / DVD projector
(You must provide adapters if using a personal laptop)
- Laptop (separate form)
- Microphone
 - Wired microphone
 - Wireless lapel microphone

APPLICANT AGREEMENT

I understand that if any assistance is needed in setting up equipment or involves computer-related equipment, I will make arrangements with the Adult Services 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.

Signature of person completing this application form _____
Date

Please notify the Adult Services Department of any problems with equipment.



FOR STAFF USE

Date rec'd _____ Time rec'd _____ Rec'd by _____ Date group notified _____
 Branch Manager Approved _____ Y N Date approved _____
 Calendar Entry _____