



FORT BEND COUNTY LIBRARIES

Sugar Land Branch Library

550 Eldridge Road • Sugar Land

Phone: 281-238-2140 • Fax: 281-277-8945

Email: slpublic@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 the room you wish to reserve and check all listed equipment you will need in the room you are booking

Meeting Room

- Laptop (separate form)
- DVD / VCR
- Video projector
(You must provide adapters if using a personal laptop)
- Microphone(s)
 - Wireless hand-held microphone
- Microphone Stand
- CD player

Conference Room (permanent set-up)

- Laptop (separate form)
- Video projector (cart)
- Transparency projector

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

(cont)

(cont)

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 _____