



# FORT BEND COUNTY LIBRARIES

## Laptop Reservation/Usage Agreement

*(This form must be accompanied by the Application for Use of Meeting Room)*

**NOTE: No software may be loaded or downloaded onto the library's laptop computer, nor may the laptop be removed from the library building.**

Today's date \_\_\_\_\_

Name of organization \_\_\_\_\_

Name, phone and email of member using laptop \_\_\_\_\_

Library location \_\_\_\_\_ Room location \_\_\_\_\_

Meeting date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Please check which kind of laptop you will be using:

**USING LIBRARY LAPTOP (Please answer both questions below.)**

Provides access to Internet Explorer and a professional version of Microsoft Office (Word, Excel, PowerPoint, Access). Check with the library to find out which Office version is on the laptop.

Storage devices accessible:  USB 2.0 plug-and-play drives  DVD drive

1. Do you need sound for the audience to come from the library's laptop?  Y  N

2. Will you require Internet access?  Y  N

**USING PERSONAL LAPTOP**

1. All library locations provide free WiFi Internet access. Presenters are encouraged to test WiFi access on their laptop prior to the day of the event. Personal laptops cannot be hard-wired into the library's network.

2. If you are bringing your own laptop, the presenter of the program must speak to a staff person in the Adult Services Department of the library location where the program will take place, to learn about the technical capabilities and compatibility for personal laptops in the requested room. This must be done by the next business day (M - F) after submitting this form. **Failure to do this may result in an incomplete set-up.**

### APPLICANT AGREEMENT

I understand that I will not be allowed to load any software or Internet downloads onto the library's laptop and that I may not remove the library's laptop from the library building. I also understand that I will be responsible for and must make good any damage to the computer and associated equipment while it is in my use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date