Meeting Room EQUIPMENT Request Form

Hartland Public Library  
P.O. Box 137  
Hartland, VT 05048

Name of organization:_______________________________________________________

Title of program:___________________________________________________________

AV Equipment needs:  
____Screen  ____DVD/VHS Player & Projector  _____Laptop connection & Projector  
With Sound         Without Sound  (Circle one)

I, the undersigned have read the information on the Meeting Room Equipment and accept the 
responsibilities stated therein.

Applicant’s signature:_________________________________________Date:_______________

Applicant’s name (please print)______________________________________________________________________________

Address:_________________________________________________________________________

Phone:  Day_____________________________  Evening__________________________________

Meeting Room Equipment information

● Applicants must undergo a brief training of the equipment before the event at a time agreed on 
  with the Library Director. Laptop computers should be brought in to check compatibility. (No 
  Apple cords are available for the projector.)

● There is one Ethernet connection to the internet and there is WiFi available in the meeting room. 
  Reasonable technical and equipment support is available during regular hours. When the library 
  is closed, no technical or equipment support is available.

● The library cannot guarantee an internet connection.

● The library is served by one DSL drop. Large numbers of laptop usage will put a burden on the 
  connectivity and slow it down.

● Please follow equipment instructions carefully and do not press extraneous buttons or unplug 
  cords.

● The applicant is responsible for any damage done to the library facilities or equipment.

To be completed by Library Director or Assistant Director

Date of use confirmed and scheduled by:_________________________ Date:_____________