

**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: \_\_\_\_\_