

Hartland Public Library Equipment Request Form

Hartland Public Library, 153 US Route 5, Hartland, VT 05048

Name of Organization: _____

Title of Program: _____

AV Equipment Needs:

TV Monitor _____

Pull-down Screen _____

DVD/VHS Player & Projector _____

Laptop Connection _____

Projector with Sound or Without Sound (Circle one)

I, the undersigned, have read the information on the Equipment Request Form and accept the responsibilities stated therein.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print): _____

Address: _____

Phone: _____

Email: _____

Meeting Room Equipment Usage 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 Community 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 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.
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To Be Completed By The Library Director:

Meeting confirmed and scheduled: _____ Date: _____