



Pearl River County Library System

Equipment Use Agreement

Any equipment must be requested at least 7 days before meeting. The library may not be able to accommodate requests made after that. Requestor is responsible for testing said equipment prior to meeting date.

Date of Equipment Use: _____ Meeting Hours: _____

Name of Group/Organization: _____

Equipment Requested for Setup

ViewSonic Projector: _____

ELMO Overhead Projector: _____

HP Laptop with Wireless Mouse: _____

Logitech Webcam: _____

Equipment in Room

TV/VCR/DVD Player/Microphone : _____

I, or my organization, hereby agree to be responsible for the proper operation of the equipment listed above. If any damage occurs to said equipment during my organization's meeting, I or my organization shall be responsible for any and all cost of repairs to this equipment. If the equipment is beyond a repairable state, then the equipment shall be replaced to the Pearl River County Library System by the Group/Organization in a timely fashion.

Please return this form to front desk staff.

Print name: _____

Phone number: _____

Signature: _____

Date: _____