



## Meeting Room Equipment Form

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Please mark all you would like to use: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

\_\_\_\_\_ Large pull-down screen

\_\_\_\_\_ High-definition video projector (ceiling-mounted, displays up to 12' diagonal)

\_\_\_\_\_ 7.1 Channel surround sound system

\_\_\_\_\_ Computer with Internet access (Windows 8 featuring PowerPoint, MS Word, Internet Explorer, Excel, Adobe Acrobat)

\_\_\_\_\_ Cables for connecting laptop computer (laptop not supplied)

\_\_\_\_\_ Webcam for Skype, Zoom, etc.

\_\_\_\_\_ Document Camera (opaque projector routed through video projector)

\_\_\_\_\_ Receiver

\_\_\_\_\_ Blu-Ray player

\_\_\_\_\_ DVD/CD player

\_\_\_\_\_ Wireless lavalier and wireless handheld microphone

\_\_\_\_\_ Universal remote for controlling all components

\_\_\_\_\_ Lectern (houses all components except video projector)

### Policies:

1. Users of this equipment are required to arrive at the library at least 15 minutes before their meeting starts so that staff may train them on the equipment. Failure to arrive at least 15 minutes beforehand means training may cut into the group's meeting time. At least one designated library staff member will be available for technical assistance (although not present in the room) during . . . (cont'd on next page)

the duration of the meeting.

2. Users of the equipment agree to pay any repair or replacement costs of equipment or software damaged by them.

3. Users wishing to bring in flash drives (to upload PowerPoint presentations, etc.) must arrive at least 15 minutes before the meeting starts so that staff may scan the disk for viruses.

4. Users are expected to abide by U.S. copyright rules and regulations when using the equipment. The Library disclaims any liability or responsibility for copyright infringements caused by video, DVD, CD, or other media presentations. See the Revised Copyright Act of 1976, Title 17 of the U.S. Code Sections 101-810 (available in the Reference Dept.)

**I have read, understood, and agree to comply with Danville Public Library's Multimedia Equipment Policy.**

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Signature

Persons reserving the meeting room must be at least eighteen years of age.

Return this form to :

Jake Manning  
Danville Public Library  
319 N. Vermilion St.  
Danville, IL 61832

or

[help@danvillepubliclibrary.org](mailto:help@danvillepubliclibrary.org)