



A. EVENT EQUIPMENT POLICY

Event Equipment for public checkout will be defined as the following items:

Screen
LCD Projector
Pocket Projector

The equipment listed above can be checked out to the public for a small rental fee. Rental payment in the form of cash or check is due when equipment is checked out. **The request is NOT confirmed until it has been approved by the library director.**

- A. Event Equipment may be booked in advance up to 60 days.
- B. Borrowers must be at least 18 years of age with a Demopolis Public Library Card Account in good standing. (No fines attached to card.)
- C. Borrowers must sign a Reservation Request form and a Borrower Checkout Agreement. These may be downloaded and emailed to the director.
- D. Event Equipment is checked out for 3 days at a time with no renewals.
- E. There is a \$25.00 rental fee for the projector.
- F. There is a \$25.00 per day late fee charged to the library account for overdue equipment.
- G. The library cannot guarantee that booked equipment will be available the day for which it is reserved. Patrons may contact the library by telephone or email to inquire if booked equipment is functioning and available. In cases where the library knows that equipment is out of order or missing, staff will attempt to notify those who have booked equipment.
- H. The library assumes no responsibility for equipment failure. The library is held harmless for any damage, injury, or loss incurred by the borrower in relation to or caused by event equipment.
- I. Borrower assumes any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse. Under no circumstance, should equipment be left unattended.
- J. Any equipment malfunctions must be reported to library staff
- K. When the loan period has elapsed the borrower must return the equipment to the library. There are no renewals on loans, unless approved by the library director.
- L. Event Equipment must be picked up and returned in person to library staff, not returned in the book drop. Event equipment must be returned during library hours, 30 minutes before closing and checked out 30 minutes before closing.

Approved 2/27/2017

Event Equipment Reservation Request

Borrower-Please fill out and/or initial the spaces below.

Requested checkout Date	Item Requested	Purpose	NonProfit Organization? (Y/N)

- Be at least 18 years of age and hold a Demopolis Public Library Card. The library card should have no fines attached to it.
- Understand that the library does not guarantee the availability of the equipment on the dates you request. Equipment may not be available due to lateness in returning equipment on the part of the previous borrower, missing equipment, or equipment failure.
- Understand that equipment must be checked out 30 minutes before closing time and returned to the library circulation desk 30 minutes before closing time.
- Understand that the library card holder that the equipment is checked out to is responsible for damaged equipment. Library card holder must pay the full cost to repair or replace damaged equipment.

Borrower Name: _____ **Date:** _____

Address: _____

Email: _____

Phone Number: _____

Designated Pick Up Person (optional): _____

I understand the policies for checking out Event Equipment.

Signature

Please return to the Demopolis Public Library or email completed form to demopolislibrary@gmail.com

For Staff Use Only

Received by: _____ Paid \$25 _____ Has valid library card _____

Date: _____ Director's Approval _____