



BEMIS PUBLIC LIBRARY
LCD PROJECTOR AGREEMENT

Name _____

Organization _____

Address _____

Home Phone _____ Cell Phone _____

Date Requested _____

I AGREE TO THE FOLLOWING CONDITIONS FOR USE OF THE LIBRARY'S LCD PROJECTOR:

The library will hold the person who signs this agreement responsible for any damage to the projector, or its loss or theft. The projector is for use in the library only and cannot be removed from the building.

The group using the projector must provide their own laptop computer.

The following items shall be returned, properly stored in the cases provided, to the Checkout Desk immediately following the end of the meeting.

- Projector in case
- Cool down instruction sheet (1 page)
- 6 ft. projector power cord
- 4 ft. VGA cable
- 3 ft. HDMI
- Surge protector and 25 ft. extension cord in accessory case.

The projector shall be treated with care and be operated by a person who has been trained or has experience in using an LCD projector. Please note powering off/cool down warning.

Library staff will not provide instruction on how to operate the projector; however, someone from your group can reserve the library's conference room or meeting room and practice with the projector before your meeting.

The projector, power cord, and cables were specifically purchased to be used with PCs. The library will not provide any cables, power cords, connectors needed to run the projector with a MAC or Apple.

The library will not be held responsible if the projector fails to work properly during your presentation or does not integrate with the laptop computer being used.

Signature of Responsible Party

Date