



Equipment Use Agreement

Saxe Room: _____ Banx Room: _____

Date of Equipment Use: _____, Hours: _____

Name of Group/Organization: _____

Equipment Requested

_____ Screen

_____ Ceiling Mounted Projector – For video showing

_____ Ceiling Mounted Projector – For computer presentation – applicant must provide laptop

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 Worcester Public Library by the Group/Organization in a timely fashion.

Please return to Head Librarian's Office with Meeting Room Use Application.

Signature: _____

Date: _____