

Santa Cruz Public Library Meeting Room

No Charge - Amenities & Fee Worksheet



Instructions

You have been approved for the use of our meeting room and amenities at no charge however, you must fill out the applicable forms for use of our amenities. If you request Staff assistance outside of normal business hours, a \$25.00/hr. fee will apply.

Check Yes or No for each item and enter the fee amount. Calculate the grand total and bring this completed form with you, when you arrive for your meeting.

Requests for Staff Assistance - To insure staff availability for staff assistance, please notify the meeting location directly, 3 days in advance of your reservation date.

Aptos (831) 427-7702	Downtown (831) 427-7707
Boulder Creek (831) 427-7703	Scotts Valley (831) 427-7712

Technology Compatibility - For best compatibility, we recommend use of our SCPL Laptop and equipment in our meeting rooms. If you plan on using your own personal technology, please plan time for testing connectivity with our systems prior to your meeting start time. Branch staff is not available to trouble shoot connectivity issues with personal devices.

Technology Amenities - No Charge

Requirement: In order to use this amenity, the person who checks out our accessories and/or equipment, is responsible for its safe return, must be a Library Card holder and sign a Technology Use Agreement Form. If needed, a Library Card can be obtained with picture ID and proof of residency. Wi-Fi is free of charge.

All of our meeting rooms are equipped with Smart Televisions, connecting cables, a laptop and Apple TV. We supply connections for Apple devices running iOS 7.0 or later, HDMI port and VGA port. Otherwise, you may supply your own port for compatibility.

> **Technology Use Agreement:** (Ctrl./Click on this link)

http://www.santacruzpl.org/media/pdf/technology_use_agreement.pdf

> **Technology Podium Inventory Checklist:** (Ctrl./Click on this link)

http://www.santacruzpl.org/media/pdf/Podium_CheckList.pdf

		Yes	No	Fee
Aptos, Boulder Creek, Downtown - Technology	\$25.00 / Flat Fee	<input type="checkbox"/>	<input type="checkbox"/>	
Scotts Valley - Media Wall	\$35.00 / Flat Fee	<input type="checkbox"/>	<input type="checkbox"/>	
Staff Assistance with Technology setup - Flat Fee (3 day advance notice required)	\$25.00 / Flat Fee			
Staff Assistance with room set-up and take-down -Flat Fee (3 day advance notice required)	_____ For Staff Assistance outside of normal business hours, a \$25.00 hourly rate will apply.	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Piano (Downtown only)	\$20.00 / Flat Fee	<input type="checkbox"/>	<input type="checkbox"/>	
Use of kitchenette	\$15.00 / Flat Fee	<input type="checkbox"/>	<input type="checkbox"/>	
Aptos-Sink only		<input type="checkbox"/>	<input type="checkbox"/>	
Boulder Creek-Small Sink only		<input type="checkbox"/>	<input type="checkbox"/>	
Downtown-Small sink, 2 burner stove and small refrigerator		<input type="checkbox"/>	<input type="checkbox"/>	
Scotts Valley-Small sink, small refrigerator and full size oven		<input type="checkbox"/>	<input type="checkbox"/>	
Total				