

SANTA CRUZ CITY- COUNTY LIBRARY SYSTEM TECHNOLOGY USE AGREEMENT

Eligibility

The meeting room technology set up accessories and equipment are available for additional fees payable by the individual renting the meeting room or the person completing this form. A new agreement must be signed each time the meeting room is booked and technology use is requested.

Usage

Technology accessories and/or equipment may only be used during the meeting room reservation time. If staff are asked to help with setting up or other technology help there will be an additional fee. Staff are not responsible for damage to any equipment or compatibility of renter's equipment. The person who checks out the device, accessory, or equipment is responsible for its safe return. If the equipment is stolen or damaged while signed out by the undersigned, then the undersigned will be responsible for the full cost of repair or replacement.

All accessories and/or equipment are to be left in the podium at the end of the meeting. Staff will check the inventory before the renter leaves when possible, or by next business day. Any missing items will be charged as a lost item fee on the renters library account.

Fines and Fees

Rental of Meeting Room Technology is a flat fee of \$25, payable in full the day of meeting room rental.

The fee for staff assistance with technology set up or help is \$25 for the first hour or part thereof and \$25 for each hour thereafter or part thereof.

Any technology accessory or equipment not returned at the end of the rental period will cause the renter to be charged \$50 for each missing item.

Laptops missing at the end of the meeting room reservation will be considered stolen and the full replacement cost of \$900 will be due.

The person filling out this form agrees to assume any and all liability for the cost of repair or replacement in the event of theft, damage, negligence or misuse. Replacement laptop cost is \$900.

Library staff reserves the right to refuse meeting room rental permissions.

I understand that I have been given consent and am authorized by the Library to use this device only for the date and time indicated on the reservation. Any possession or use of this equipment by me after that time has expired is beyond the scope of this agreement and may result in a criminal action.

Name

Home phone

Cell phone

Email

Address

Library Card #

I have read and understand the Technology Use Agreement and agree to all the terms

Signature

Date