



**EVENT EQUIPMENT  
RESERVATION REQUEST**

All Staff—fill in green fields when accepting Reservation Request.

Event equipment may be reserved up to **60 days in advance**,  
and **checked out for up to 5 days** at a time, with **no renewals**.  
**This request is NOT confirmed until I have been notified by staff.**

**Borrower—please fill out and/or initial blue spaces below:**

Requested checkout DATE	Requested checkout Day of the Week	Item or Kit Requested	FOR STAFF USE		
			Booked in Calendar Staff	Notified Patron Staff	Notes
		<b>Windows 10 Laptop</b>			
		<b>Speaker (Bluetooth)</b>			
		<b>Digital Projector</b>			
		<b>Slide Projector</b>			
		<b>Easel</b>			
		<b>Sports Camera</b>			
		<b>Screen</b>			
		<b>Apple Adaptors</b>			

**PLEASE REVIEW AND RETAIN ATTACHED EVENT EQUIPMENT POLICIES.**

- **I am at least 18** years of age, and hold a San Juan Island Library resident or annual guest library card in good standing.
- **I understand that** the Library does not guarantee the availability of the equipment on the dates I have booked. Equipment may not be available due to lateness in returning equipment on the part of the previous borrower, missing equipment, or equipment failure.
- **The Library recommends** that I check out the equipment myself. If I designate someone else to check it out for me, I must sign the **Borrower Checkout Agreement** form beforehand; the equipment will be checked out on my account. I am responsible for the equipment for the entire period it is checked out on my account.
- **I understand that** equipment must be checked out no later than 30 minutes before closing time, and returned to the information desk at least 30 minutes before closing time.

Borrower Name:  Date:

Address:  Email:

Signature:  Phone:

My Library Card #:  2318600-

(Optional) Designated Pickup Name(s): \_\_\_\_\_

*All Staff—If there is a Designated Pickup Name, Requester must also fill in and sign back of form when submitting request)*

Please return completed application to [sjlib@sjlib.org](mailto:sjlib@sjlib.org) or:

San Juan Island Library / 1010 Guard St / Friday Harbor, WA 98250 / [www.sjlib.org](http://www.sjlib.org) / 360-378-2978

Accepted by: <span style="background-color: #e0ffe0; display: inline-block; width: 150px; height: 15px;"></span> Date: <span style="background-color: #e0ffe0; display: inline-block; width: 100px; height: 15px;"></span>	<b>FOR STAFF USE</b> ----- Event Equipment Coordinator Review ----- <input type="checkbox"/> Over 18 <input type="checkbox"/> Valid account    Reviewed by: _____    Rev: 2018. Oct. BH
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**EVENT EQUIPMENT  
BORROWER CHECKOUT AGREEMENT**

All Staff—Fill in green Checkout Date when checking out.  
Fill in green Checkin Date and Item or Kit Complete Init.'s when checking in.

**BORROWER:** Please initial and/or fill out **blue** spaces below:

- **I acknowledge** that the equipment checked out to me is in good working order.
- **No renewals** are allowed.
- **I do not expect** library staff to instruct or aid me in use of equipment. Written instructions are included.
- **It is my responsibility** to delete my digital content. Data, pictures, and information should be saved on another storage device. I understand the library will delete my content if I fail to do so.
- **I understand that** I must return equipment to the information desk 30 minutes before closing time so that staff may ensure that all parts have been returned.
- **I understand that** a \$25.00 per day late fee will be charged to my library account for each overdue item or kit.
- **I understand that** I may be held responsible for damaged equipment after library staff have had an opportunity to test equipment functionality.
- **I agree to abide by** this borrowing policy and to pay full costs to repair or replace any equipment checked out on my account, whether such charges result from theft, damage, negligence, or misuse.
- **Payment by cash** or check only.

Item or Kit Borrowed	Barcode	FOR STAFF USE			Checkin Date	Item or Kit Complete	Item or Kit Functioning
		Replacement Cost	Checkout Date	Due Date			
Windows 10 Laptop	33186002571113	\$490.00					
Speaker (Bluetooth)	33186002570628	\$75.00					
Digital Projector	33186002571055	\$125.00					
Slide Projector	33186002500823	\$100.00					
Easel	33186002570503	\$55.00					
Sports Camera	33186002570560	\$115.00					
Screen	33186002570685	\$125.00					
Apple Adaptors	33186002570990	\$80.00					

**PLEASE REVIEW AND RETAIN ATTACHED EVENT EQUIPMENT POLICIES.**

Borrower Library Card #:  2318600-

Borrower Signature (must sign before anyone picks up equipment):

If Designated Person Picks Up Equipment:

Print Name (must match designated name on **Reservation Request**): \_\_\_\_\_

Designated Pickup Person Signature: \_\_\_\_\_

### Applicants: please keep this page for reference

#### 4.2.6 Event Equipment Loans:

San Juan Island Library lends electronic and other types of equipment suitable for use at events held or attended by library users outside the Library. This equipment may include such items as a laptop computer, digital media projector, portable screen, portable speakers, video camera, and presentation easel.

- A. Event equipment may be booked in advance as prescribed by the director.
- B. Borrowers must be at least 18 years of age with a resident or annual guest library account in good standing.
- C. Borrowers must sign a Reservation Request form and a Borrower Checkout Agreement.
- D. Event equipment items and kits may be checked out for a designated loan period set by the director.
- E. 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.
- F. The Library assumes no responsibility for equipment failure. The Library is held harmless for any damage, injury or loss incurred by borrower in relation to or caused by event equipment.
- G. 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 circumstances should equipment be left unattended.
- H. Any equipment malfunctions must be immediately reported to library staff.
- I. When the loan period has elapsed the borrower must return the equipment to the Library. There are no renewals on loans of event equipment.
- J. Event equipment must be picked up and returned in person to a library staff member, not in book drops. Event equipment must be returned during hours the Library is normally open to the public, at least thirty (30) minutes before regularly scheduled closing times.
- K. Library staff will check to see that all equipment is included upon return, and check in complete items/kits. The borrower is still held responsible for the equipment until testing of equipment has been carried out by staff.
- L. Data, pictures, and all types of information must be removed from library equipment and saved elsewhere. The Library will delete borrower's content if the borrower fails to do so.
- M. A non-refundable late fee of twenty-five dollars (\$25.00) per day will be charged for each overdue item or kit not returned by specified due date. Equipment returned with missing parts will continue to accrue late fees until missing parts have been returned or the replacement cost is paid.
- N. Overdue fees shall not exceed the replacement cost of the item or kit (minimum replacement cost = \$25.00).
- O. Full replacement costs for replacement or repair of missing or damaged parts will be billed to patron's account after such costs are determined.
- P. All borrowing privileges will be suspended until repair and/or replacement costs and any late fees are paid in full.
- Q. Event equipment checkout is a privilege that can be revoked from patrons who lose equipment or return equipment late or damaged.