



## Event Equipment Checkout Agreement

Borrower: please fill out and/or initial all blue spaces.

I understand that **no renewals are allowed**.

It is my responsibility to **delete my digital content**. My 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 will **return equipment in person to Library staff 30 minutes before closing time** so that staff may ensure that all parts have been returned.

It's important to **return equipment on time** for others who have pending reservations, and 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 for 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.

Patron  
Initials


		FOR STAFF USE ONLY		
		Due Date	Staff date & Initial	
Items Requested	Dates Needed		Returned & Complete	Function Check
Apple Adaptors (Mac & Lightning)				
Digital Projector (includes HDMI cable)				
Easel				
HDMI cable only				
Screen				
Slide Projector				
Speaker (Bluetooth)				
Sports Camera				
WiFi Hotspot				
Windows 10 Laptop				

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

Your Name: 

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First Last

Your Signature: 

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Library Card Number: **2318600-**

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Date Picked Up & Checked Out: 

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FOR STAFF USE--File by Checkout Date: \_\_\_\_\_

Initials: \_\_\_\_\_

## Event Equipment Reservation Request

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

**Borrower: please fill out and/or initial all blue spaces.**

I want to reserve library event equipment. **I am at least 18 years of age** and have a San Juan Island Library Card in good standing (Reciprocal and Monthly Guest Cards excluded).

I understand **the Library does not guarantee the availability of equipment** on the days I request or the dates I book. Equipment may not be available due to late returns, missing equipment, or equipment failure.

The Library **recommends that I check out the equipment myself**. An Authorized User listed in my account may also check it out for me. I am responsible for the equipment while it is checked out on my account.

I understand that equipment must be **checked out no later than 30 minutes** before the Library's closing time.

Patron  
Initials

Items Requested	Dates Needed	FOR STAFF USE ONLY (Please initial)	
		Booked in Calendar	Confirmed with Patron
Apple Adaptors (Mac & Lightning)			
Digital Projector (includes HDMI cable)			
Easel			
HDMI cable only			
Screen			
Slide Projector			
Speaker (Bluetooth)			
Sports Camera			
WiFi Hotspot			
Windows 10 Laptop			

Your Name: \_\_\_\_\_

First

Last

Your Signature: \_\_\_\_\_

Library Card Number: **2318600**-\_\_\_\_\_

Date Submitted: \_\_\_\_\_