



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

Items Requested	Dates Needed	FOR STAFF USE ONLY		
		Due Date	Staff date & Initial	
			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:

First Last

Your Signature:

Library Card Number: **2318600-**

Date Picked Up & Checked Out:



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.

Patron
Initials

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.

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: _____