

# Event Equipment Borrower Agreement

Event equipment may be reserved up to 60 days in advance, and is **checked out for up to 5 days (no renewals)**. This application does not guarantee availability of requested equipment. Library staff will contact you to confirm your reservation.

| Item Name:                              | Replacement Cost: | Date(s) requested (MM/DD/YY – MM/DD/YY): | Staff (please initial): Available & reserved (Y/N) |
|---|-------------------|--|--|
| Apple Adaptors (Mac & Lightning)        | \$80.00           |  |  |
| Digital Projector (includes HDMI cable) | \$640.00          |  |  |
| Easel                                   | \$55.00           |  |  |
| Screen                                  | \$125.00          |  |  |
| Kodak Slide Projector                   | \$100.00          |  |  |
| Bluetooth Speaker                       | \$75.00           |  |  |
| WiFi Hotspot                            | \$80.00           |  |  |
| DELL Windows 10 Laptop                  | \$850.00          |  |  |

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.

Please provide some information about yourself:

|                             |
|-----------------------------|
| <b>Name:</b>                |
| <b>Library Card Number:</b> |
| <b>Phone:</b>               |
| <b>Email:</b>               |

I am 18 or older:       YES       NO

We recommend that you pick up the equipment yourself. If necessary, you may designate someone to pick up your equipment:

|               |
|---------------|
| <b>Name:</b>  |
| <b>Phone:</b> |
| <b>Email:</b> |

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## Event Equipment Collection Rules:

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 an "Event Equipment Borrower Agreement" form.
- 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.
- L. Data, pictures, and all types of information must be removed from library equipment and saved elsewhere.
- 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.

I have read and agree to abide by the above policy:

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_