

Request for Use of Media Equipment

DIRECTIONS AND APPROVAL

Complete this form and submit to the Media Specialist, Mrs. Nickerson at least 24 hours prior to the date that the equipment is needed. The building Administrator's signature on The original copy will constitute a valid contract for the use of the equipment indicated below:

ORGANIZATION'S NAME AND LOCATION:

SPECIFIC EQUIPMENT NEEDED:

DATE AND TIME DESIRED:

_____ TIME: From: _____ to _____

EQUIPMENT WILL BE PICKED UP IN THE LIBRARY BY

_____ ON THIS
DATE: _____ BETWEEN THE HOURS OF 9:00 & 3:00

On behalf of the above organization I hereby certify that I have read and understand that our organization is responsible for the equipment being borrowed. I agree to ensure that children will not be operating the equipment, and that the equipment will be supervised by an adult familiar with the operation of such equipment at all times. Our organization will assume responsibility for any reasonable damages resulting from the use of the above equipment.

SIGNED: _____ ADDRESS: _____

DATE: _____ TELEPHONE: _____

Media Specialist Date

Building Administrator Date

____Nickerson ____Hansen ____Boudreau ____Aldrich