

Sherburne Memorial Library

Meeting Room Technology Agreement

Our new upgraded technology in the meeting room **REQUIRES** that someone from your group be fully trained to use the equipment in order to have access to the flat screen. This person and/or the group will be responsible for the equipment during the meeting. If it is found that the equipment is damaged, settings are changed, or equipment is lost, the person and/or group signing this agreement will be charged for the cost of fixing the issue or replacing the equipment.

Name of organization using the room: _____

Person responsible for the equipment: (please print below)

Name: _____

Contact info: _____

Trained by: _____ Date: _____

Meeting scheduled for: _____

Key agreement signed: (circle one) Yes No

Meeting Room form submitted (circle one) Yes No

Equipment check after use was done by: _____ Date: _____

Comments:

Approved by the library Board of Trustees 11/13/2018