

Equipment Usage Policy

Purpose: The Library supports its mission of connecting people with the world of ideas and information by the procurement of resources that provide opportunities for information, creation, connection, and growth.

The Library's equipment may be used by individuals and established groups for purposes of a civic, cultural, or educational nature. It may not be used for purely social, religious, political or commercial purposes or for a private event of the benefit of private individuals. Questions of interpretation of usage will be referred to the Board of Trustees of the Library for final decision.

Library equipment and resources are available only to individuals (acting on their own or as representative of an organization) who have a Westmoreland Library Network library card in good standing.

Library use will take precedence over all other usage, and no usage may interfere with the declared mission of the Library. The Board of Trustees reserves the right to refuse usage of the equipment and also reserves the right to establish and modify a fee schedule for use of the equipment.

SMART board : SMART board and stand, 4 pens, 1 eraser, keyboard, mouse, webcam, cords.

Procedure:

- An individual or organization wishing to use the SMART board must submit an application. The completed forms must be submitted to the Library Director for review and approval.
- If requesting on behalf of an organization, the responsible person for the organization must sign the forms and accept full responsibility for any damage, and agree to leave the facility in a neat and orderly condition.
- The Library Director will maintain the schedule of usage and notify an applicant of the approval/denial of the application. The Library Director will also collect the fees and keep the applications on file.
- The SMART board may be scheduled for use during regular Library hours. Use at any other time is at the sole discretion and approval of the Board.
- There is a \$100 deposit for use of the board, which will be returned upon completion of use, if in good condition.
- Users under the age of 14 must be supervised by an adult.
- The SMARTboard may be reserved on a regular basis, such as weekly or monthly meetings.
- In the event of unforeseen circumstances and the SMART board is not available at your scheduled time, you will be notified by the Library, fees will be reimbursed, and a new time will be allotted.
- Users are encouraged to bring a USB drive to save their creations on. Users will be unable to save files directly to the SMART board.

Application

ROSTRAVER PUBLIC LIBRARY

700 PLAZA DRIVE

BELLE VERNON, PA 15012

APPLICATION FOR USE OF SMART BOARD

1. Please submit deposit for use with the application
2. Application material should be submitted to the Library Director for review and approval.

ORGANIZATION/INDIVIDUAL _____

ADDRESS _____

PURPOSE OF USE _____

EQUIPMENT REQUESTED _____

Approximate number in audience _____ (Limit 30)

Date of meeting _____ Time requested: from _____ to _____

I have read the guidelines for the use of the equipment and agree to assume all responsibility for any damages and promise to leave the room in a neat and orderly condition.

SIGNATURE OF APPLICANT _____

APPLICANT'S NAME (printed) _____

LIBRARY CARD NUMBER _____

ADDRESS _____

PHONE _____ E-MAIL ADDRESS _____

Date of Request _____ Approved by _____ Fee Pd. _____

Agreement signed _____

Agreement

**ROSTRAVER PUBLIC LIBRARY
700 PLAZA DRIVE
BELLE VERNON, PA 15012**

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

I, _____ (NAME), a duly authorized representative of
_____ (SELF/ORGANIZATION), for and in
consideration of the opportunity for _____ (SELF/ORGANIZATION) to
use the premises and/or the equipment at the Rostraver Public Library (hereinafter "Library")
do hereby agree that (ORGANIZATION/INDIVIDUAL) will defend, indemnify, and hold harmless
Library, its employees, agents, officers, representatives, and insurers from and against any
claims, damages, lawsuits, or other losses to
_____ (ORGANIZATION'S) use of the equipment
and/or premises, regardless of whether partially or solely caused by the negligence of the
Library.

Name _____

Title _____

Library Card Number _____

Date _____