

**COLUMBUS PUBLIC LIBRARY
APPLICATION FOR RENTAL OF AUDIOVISUAL EQUIPMENT**

(CHECK ONE OR MORE)

- SOUND SYSTEM - \$5 PER DAY
- 35MM SLIDE PROJECTOR - \$3.50 PER DAY
- OVERHEAD PROJECTOR - \$2.50 PER DAY
- PROJECTION SCREEN - \$1.50 PER DAY

FEEES ARE DUE WHEN THE EQUIPMENT IS PICKED UP.

DATES NEEDED: _____

PERSON RENTING EQUIPMENT: _____

LIBRARY CARD BARCODE #: _____

NAME OF ORGANIZATION: _____

TELEPHONE NUMBER: _____

Equipment must be returned in the same condition with all accessories within the specified time period.
Cost to repair the equipment will be made for any damages.

Failure to abide by this policy will be cause for denial for future use of the equipment by the organization or individual.

The library is not responsible for injuries or damages to possessions of individuals or organizations resulting from the use of the above equipment.

I have read and agree to abide by the above conditions.

Signature of Applicant

Staff Person Initials

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STAFF USE ONLY:

Application: approved denied Director Initial: _____

Date returned _____

Condition _____

Staff Initial: _____