



## **Equipment Usage Policy**

<b>Review</b>	<b>04-23-2026</b>
<b>Revision</b>	<b>04-20-2026</b>
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The library's audio-visual equipment are available for use by community members, non-profit organizations, and local businesses for meetings, programs, and events that align with the library's mission.

Use of the library's AV equipment is available at no additional charge, but requires advance reservation and acceptance of the usage terms.

1. **Reservation Required:**

The projector and screen must be requested at the time of room reservation. Availability is not guaranteed without advance notice.

2. **Audio Visual Reservation and Support:**

The projector and screen must be requested at the time of room reservation. Availability is not guaranteed without advance notice. Assistance with AV setup assistance is dependent upon staff availability. Library staff can provide brief setup assistance if arranged in advance but are not responsible for operating equipment during meetings or events. The user is responsible for breakdown and return to the designated location for equipment.

3. **Liability and Damage:**

The person or organization reserving the room assumes full responsibility for any loss of, or damage to, library equipment or property resulting from their use.

- The deposit may be withheld if damage or misuse occurs.
- The library reserves the right to charge additional fees if repair or replacement costs exceed the deposit amount.

4. **Prohibited Uses:**

Individuals or groups must agree to abide by U.S. copyright law and governing library policy.

5. **Liability Waiver:**

The library is not responsible for accidents, injuries, or loss of personal property incurred while using the community room, its equipment, or pavilion. Group may be required to submit proof of insurance if necessary.