



Muskego Public Library Meeting Room Equipment Checkout Agreement

All Library meeting room users who wish to check out meeting room equipment must complete and sign this agreement the first time they borrow a piece of equipment. A valid Bridges library card in good standing is required for all users.

In addition to the Library's standard circulation policies, library patrons who check out equipment at the Muskego Public Library agree to the following conditions:

1. I will visually inspect the equipment upon checking it out and bring any damage to the attention of Library staff. I will return all equipment in the same condition it was in when I checked it out.
2. I understand the equipment will be inspected by Library staff upon its return. Damages to the equipment will be evaluated at the sole discretion of Library staff.
3. I will pay any costs required to repair any damage or loss that occurs to the equipment while it is checked out to me up to the full replacement cost. **I understand the replacement cost for the Epson projector is \$300, the projector remote is \$25, the pop-up screen is \$115, the TV/DVD player is \$140, the HDMI or VGA cord is \$10, and the Wireless Presentation Remote is \$30.**
4. **I will return borrowed equipment to the Reference Desk no later than 15 minutes before the Library's closing time.**
5. I will use the equipment only inside the Library. I understand that removing equipment from the premises constitutes theft and I will be charged the full replacement cost as well as potentially face criminal charges.
6. I understand that the Muskego Public Library is not responsible for any damage to my own hardware, software, or data while I use the equipment.
7. In the event that I fail to pay for the costs to repair damaged equipment as requested by Library staff, my Bridges Library Card will be suspended and all future meeting room reservations I have made will be cancelled, until repair costs are made, and based on the facts and circumstances, I may be issued a Municipal Ordinance Violation for Criminal Damage to Property.

Staff Initials:

Print name

Library Card Number

Signature

Date