

# FRIENDS OF THE LIBRARY MEETING ROOM

## A/V EQUIPMENT USE AGREEMENT

*Revised 5/16/19*

- An adult (at least 18 years of age) must attend during the use of the meeting room.
- Commercial films may not be shown unless the meeting is sponsored by the library or permission has been granted by the Library Director.
- Assistance with A/V equipment should be arranged prior to the event by calling Rossy Trejo at (360) 299-1943.
- Equipment settings should not be changed except as necessary to adjust the volume or to fit the screen.
- The A/V Drawer Key/s must be signed out and returned by the responsible person who has signed the agreement.
- For meetings scheduled outside of library business hours, keys may be signed out up to 48 hours prior to the event.
- All equipment should be turned off and all remote controls, microphone(s) and cables returned to the A/V Drawer/s and the drawers locked at the end of the event.
- When all closing procedures have been taken care of, all keys should be returned to the library main desk during business hours or into the outside book drop if the library is closed.

I agree to the above regulations and understand that failure to comply may result in a loss of meeting room privileges.