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PROJECTOR RENTAL AGREEMENT

The Patron is responsible for checking the equipment carefully and thoroughly, as the Patron will be responsible for any damages found to the equipment.

The Henry County Public Library will not assume any responsibility where the Patron has overlooked damages, etc.

The Patron will verify that they have the ability and knowledge to use this item in a safe and responsible manner. The Henry County Public Library will not provide training on its use. **Note: The projector must have time to cool down before unplugging it from the wall. If the projector is used for an extended period of time it may automatically shut off and begin the cool down process to prevent overheating.**

It is understood that the Patron is responsible for notifying the Henry County Public Library during the loan period of any equipment malfunctioning or related operational problems.

The Patron must pay and is responsible for loss, theft or damage from any cause whatsoever incurred while in possession of the library equipment. Patron will be charged for any repairs or replacement, including parts and accessories. The replacement fee of the LCD projector is \$560 or current market value. The replacement fee for the portable screen is \$150 or current market value. The replacement fee for the bulb to the LCD projector is the higher of \$200 or current market value.

Rental materials require a valid library card in good standing and photo ID.

Extension of rental period/dates must be confirmed at least two hours before the lapse of the original loan agreement to insure availability of equipment.

The equipment may be picked up during library hours by prior arrangement. The equipment must be returned to the circulation desk during library hours by arrangement.

Applicant Information

Name: _____ Date: _____

Organization or Business Name: _____

Address: _____

Driver's License #: _____ Library Card #: _____

Telephone: _____ E-mail: _____

Are you at least 18 years of age? yes no

Rental Information

Loan Date: _____ Loan Pick-up Time: _____

To be returned by: Date: _____ Time: _____

Items to be Loaned: Projector ___ Small Screen ___ Large Screen ___

I agree that I have read and understand the above information and responsibilities. I agree that the contact information I have provided to the library is accurate.

Signature Date

Printed Name

Equipment checked for all parts or damages when loaned:

Projector ___ Make _____ Model # _____

Power Cord ___ Projector Bag ___

Large Screen ___ Small Screen ___

HDMI and VGA Connector Cords ___

Date loaned: _____ Staff signature: _____

Applicant signature: _____

Copy of completed agreement given to patron at rental: Y/N

Equipment checked for all parts or damages when returned:

Projector ___ Make _____ Model # _____

Power Cord ___ Projector Bag ___

Large Screen ___ Small Screen ___

HDMI and VGA Connector Cords ___

Date returned: _____ Staff signature: _____

Applicant Signature: _____

[Photocopy Driver's License or State ID here.
Give patron a copy of completed agreement at time of rental.]