

Technology and Equipment Needs:

<i>Equipment</i>	<i>Cost (per half day unless noted)</i>
<input type="checkbox"/> Betacam	100.00
<input type="checkbox"/> Betacam SP Player/Recorder	20.00
<input type="checkbox"/> Conference Telephone	40.00 + per minute fee for long distance
<input type="checkbox"/> DVD/VHS Player Recorder	40.00
<input type="checkbox"/> Easel	10.00
<input type="checkbox"/> Flipchart Pad - Purchase (includes use of easel)	40.00
<input type="checkbox"/> Folding Chairs (addition to standard)	2.00 each
<input type="checkbox"/> Folding Tables – each	10.00
<input type="checkbox"/> IP Address Phone	20.00
<input type="checkbox"/> Laptop Computer	40.00
<input type="checkbox"/> Markers - Purchase	10.00
<input type="checkbox"/> Microphone (fixed) with Podium	40.00
<input type="checkbox"/> Organ*	500.00/event
<input type="checkbox"/> Overhead Projector	20.00
<input type="checkbox"/> Piano – Steinway*	500.00/event
<input type="checkbox"/> Piano -- Upright*	200.00
<input type="checkbox"/> Plasma Screen Package (includes laptop)	200.00
<input type="checkbox"/> Podium only	10.00
<input type="checkbox"/> Projector Screen (portable)	10.00
<input type="checkbox"/> Risers	150.00/event
<input type="checkbox"/> Slide Projector	20.00
<input type="checkbox"/> Stage (small)	30.00
<input type="checkbox"/> Streaming (includes Tech)	1,000.00
<input type="checkbox"/> TV/VCR	20.00
<input type="checkbox"/> VHS Camcorder	40.00
<input type="checkbox"/> Video/LCD Projector (portable)	60.00
<input type="checkbox"/> Video/LCD Projector (ceiling mounted with screen)	100.00
<input type="checkbox"/> Whiteboard - large on wheels	10.00
<input type="checkbox"/> Whiteboard - small	6.00
<input type="checkbox"/> Wireless Microphone System	40.00

* Individuals who are requesting these items must have prior approval through the SP/G Music Department.

Special support services (technical, security, maintenance) are available at a negotiated fee from St. Petersburg College. Please indicate any special support services needed:

Rental and Fees -- Library Staff Use Only:

Deposit (refundable – pending): \$ _____
Room Rental (non-refundable): \$ _____
Room Rental Tax (non-refundable): \$ _____
Technology/Equipment Rental (non-refundable): \$ _____
Technology/Equipment Rental Tax (non-refundable): \$ _____
Liability Insurance (non-refundable): \$ _____
Special Support Services (non-refundable): \$ _____
TOTAL: \$ _____

Please make check payable to ST. PETERSBURG COLLEGE and send or deliver to:

Program Rooms
Seminole Community Library at SPC
9200 – 113th Street
Seminole, FL 33772

Affirmation:

I affirm that I have read, understood, and accept all terms of use set forth in the PROGRAM ROOM POLICY and this RESERVATION FORM. I understand that City- or College-sponsored activities in the Program Rooms take higher priority over all third party or community organizations. I affirm that a library representative has clearly informed me of any City- or College-sponsored activities *scheduled at the time of my booking* that will be held in adjoining Program Rooms. I understand that the movable walls separating the Program Rooms are not absolutely soundproof, and that my organization may find the volume from adjoining rooms distracting, especially from programs for children and teens. I accept these conditions.

Signature of Organizational Representative _____ Date _____

Library Director or Designee: Approved Denied

Signature of Library Director or Designee _____ Date _____

Library Staff Use Only:

Deposit: \$ _____
Damage Assessment: \$ _____
Balance due applicant: \$ _____