



# Fort Worth Library

A Service of the City of Fort Worth

## FORT WORTH PUBLIC LIBRARY INTEL LAB RESERVATION AND USAGE AGREEMENT

The Fort Worth Public Library Intel Computer Lab is located at the Central Library and is equipped with 25 networked PCs. The Lab is used for public computer classes, public rental during regular library hours, and City staff training. Complete the following form and return it to the Fort Worth Public Library Central Library.

Organization:		Hosting Library and Requested Room:	<b>Central Library Intel Lab</b>
Address:		Requested Date:	
Phone Number:		Times (from-to):	
Estimated attendance:		Room capacity:	<b>25 maximum</b>

I, the undersigned, representing the organization listed above do hereby state that I understand and agree to the Fort Worth Public Library meeting room policies and charges that govern the use of the requested room. I understand that the organization I represent is responsible for any and all damages or cleaning required to both the room and any equipment used during our meeting. I am submitting a deposit of \$ \_\_\_\_\_ which equals the estimated rental for this reservation. I understand that this reservation is not guaranteed until confirmed by the hosting library.

I have read and understand the Additional Conditions for the Intel Lab (see page 2).

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**HOURLY CHARGES** – fractional hours billed as full hours. Make checks/money orders payable to the Fort Worth Public Library

Facility	Profit Group	Non-profit Group*	Estimated Rental
Intel Lab	\$300.00 (4 hrs.)	\$200.00 (4 hrs.)	
	\$500.00 (8 hrs.)	\$400.00 (8 hrs.)	
<b>Additional Charges</b>			
Lost Key		\$50.00	
Special software installation and removal		\$25.00 per hour	
Returned check		\$25.00	
Room damages	Actual costs -- \$50.00 minimum		
			<b>TOTAL:</b>

\* Approval for non-profit group rates will be granted upon review of proper documentation.

**RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY THE HOSTING LIBRARY.**

FOR OFFICE USE ONLY

Employee's Name \_\_\_\_\_ Date/time Approved: \_\_\_\_\_  
Funds/Account Center \_\_\_\_\_ Method of Payment \_\_\_\_\_

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**ADDITIONAL CONDITIONS FOR THE INTEL LAB**

- 1 The Intel Computer Lab may be rented by groups for training during regular library hours. Approval to use the Lab does not imply Library endorsement of the aims, policies or activities of any group or organization, nor does it imply endorsement of the event.
- 2 Reservations for use of the Intel Computer Lab are to be made with the FWPL Collection Management Administrator at 817-871-7725. Reservations may be made no less than 10 days nor more than 90 days in advance of the date of training. Up to four consecutive training sessions may be reserved.
- 3 The person arranging the rental must complete an Intel Computer Lab Agreement form. All charges are explained on the agreement form.
- 4 Rentals are made on a first-come, first-served basis.
- 5 Payment must be received 10 working days in advance of the requested date of meeting. If payment is not received 10 days in advance, the Lab rental may be cancelled by the Library.
- 6 Cancellation requests made at least 10 business days in advance of the scheduled event will result in a 75% refund of fees paid. Cancellation requests made less than 10 business days in advance of the scheduled event will result in a 50% refund of fees paid. No cash refunds will be provided. All refunds will be processed by the City of Fort Worth's Revenue Office within 45 days. Failure to comply with cancellation procedures will result in the loss of fees paid.
- 7 Groups renting the Lab will be allowed into the room 30 minutes prior to their rental at no charge, so they may set up the room and materials. Computer Lab keys must be picked up at the Circulation Desk upstairs and returned there immediately after the training session. Time charges will be based on times recorded on the Library's Key Control Sheet.
- 8 Users are liable for any alteration or damage to hardware or software. Please report any equipment or software problems to Library staff immediately (prior to or during the program).
- 9 Users may not download their own software or download files to any PC workstation. If groups would like additional software installed on the server or individual workstations, they must provide a copy of the software, documentation and appropriate license agreement for the number of workstations in our classroom one month in advance. The software cannot be a beta version or one that requires a foreign or non-standard operating system. The software must be compatible with our network and/or client software.
- 10 The Library retains the right to refuse any software installations or changes to computer configurations.
- 11 If we agree to install software and/or change configurations, we will charge a fee for installation and removal of software after rental, at a specified hourly rate, with a minimum of two hours.
- 12 If users bring their own disks, they must be scanned by our virus program before use.
- 13 The Library staff will provide assistance in starting computers but cannot provide training to users.
- 14 When using the Internet, users agree to observe all copyright laws and the Fort Worth Public Library Internet Acceptable Use Policy. Unlawful activities will be dealt with in a serious and appropriate manner.
- 15 Absolutely no food or beverages are allowed in the Intel Computer Lab.
- 16 The Library will not be responsible for storage of materials for groups using the Lab.

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