Name: _____________________________________________________
Organization: _______________________________________________
Phone #: _________________________
Date of Rental: _____________________________
Time of Rental: _____________ AM/PM

The following is a list of furniture and equipment that is available for use at no extra charge. 
Please mark what you will need.

_____ Chairs ~ How Many Needed? _____ (55 Available)
_____ Tables ~ How Many Needed? _____ (16 Available. They are 6’ long) (6 café benches are stationary)
_____ Lectern with Microphone (wired lapel) and Speaker
_____ Cordless Microphone
_____ Microphone Receiver
_____ Clip on Microphone with Adapter
_____ Projection Screen
_____ Digital Projector with cart (verify the types of connections and cords available)
_____ 8mm Movie Projector
_____ Filmstrip Projector w/ Tape Player
_____ Slide Projector
_____ Elmo – works with the Digital Projector. A document camera is a device that can project and magnify images of objects, paper notes, and transparencies. It is described as being similar to an old overhead projector.
_____ Easel that also holds flip chart/paper pad that you supply
_____ 2’ x 4’ White Board on easel, dry erase markers are also available
_____ Wii Game System (located in library)
_____ Wireless Internet Service, available 5am to Midnight
_____ TV and VCR on wheeled cart (located in library)
_____ Laptop
_____ Grey Partition
_____ Folding Wood Partition

**Assorted cords and adapters**
_____ Dongle
_____ Ethernet to VGA cable
_____ HDMI Cable Long
_____ HDMI cable short