

**Rental Contract Agreement  
Oliver Wolcott Library LCD Projector**

**Terms:**

1. The Oliver Wolcott Library will rent the LCD Projector to non-profit organizations, individuals, consultants, and businesses that reside or are taxpayers in the Town of Litchfield, or are Friends of the Oliver Wolcott Library. To qualify as a Friend of the Library for LCD Projector rental, the patron/lessee must become a “Friend of the Oliver Wolcott Library” at the level of \$100 or more, or be a “Friend of the Oliver Wolcott Library” at any giving level for at least one year prior to rental.
2. The Oliver Wolcott Library will require proof of residency, taxpayer status or Friend status. As a result, the Oliver Wolcott Library may request to see your driver’s license.
3. The Oliver Wolcott Library will require payment in full by cash, check or credit card before use.
4. The Oliver Wolcott Library will require a credit card to be on file before use.
5. The Patron/Lessee is responsible for checking the LCD Projector carefully and thoroughly, as the Patron/Lessee will be responsible for any damages found to the projector.
6. The Oliver Wolcott Library will not assume any responsibility where the Patron/Lessee has overlooked damages, etc.
7. The Patron/Lessee will verify that they have the ability and knowledge to use this item in a safe and responsible manner. The Oliver Wolcott Library will not provide training on its use except a brief overview at the time of pick-up.
8. It is understood that the Patron/Lessee is responsible for notifying the Oliver Wolcott Library during the loan period of any equipment malfunctioning or related operational problems.
9. The Patron/Lessee must pay and is responsible for loss, theft or damage from any cause whatsoever incurred while in possession of the LCD projector. The Patron/Lessee authorizes the Oliver Wolcott Library to charge the credit card listed on the rental contract for any late fees, loss or any/all damages. Patron/Lessee will be charged for any late fees, repairs or replacement, including parts and accessories. The current replacement fee is \$1,000.
10. If the Patron/Lessee returns the LCD Projector late, they will be charged for a full day’s loan.

11. 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.

**Pick-Up**

The LCD projector may be picked up between:

- Mondays & Fridays: 3:00 – 4:45 p.m.
- Tuesdays, Wednesdays & Thursdays 3:00 p.m. and 8:45 p.m.
- Saturdays: 12:30 p.m. and 1:45 p.m.
- Sundays: 1:30 p.m. and 2:45 p.m.

**Return**

The LCD Projector must be returned between:

- Mondays: 12:00 noon and 2:00 p.m.
- Tuesdays, Wednesdays, Thursdays & Fridays: 10:00 a.m. and 2:00 p.m.
- Saturdays: 10 a.m. and 12:00 noon
- Sundays: 11:00 a.m. and 1:00 p.m.

**Rates:**

As noted above, the Oliver Wolcott Library will loan to non-profit organizations, individuals, consultants, and businesses that reside or are taxpayers in the Town of Litchfield, or are Friends of the Oliver Wolcott Library (as defined by this policy).

Non-Profit organizations: \$20 per day

All Others: \$50 per day

**I HAVE READ AND AGREE WITH THE ABOVE TERMS.**

Organization or Business Name:

Contact Person:

Address:

Phone #

E-Mail:

Loan Date:

Loan Pick-Up Time:

To be returned by:

Date:

Time:

Signature:

Date:

Printed Name:

***Required Credit Card information:***

Visa   Mastercard   American Express   Discover

Card #

Expiration Date:

Name on Card:

Address if different from above:

Signature:

Date:

Printed Name:

\_\_\_\_\_

OWL Staff signature:

Date:

Received payment of:

As Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Driver's license information (if needed):

Adopted May 15, 2007, Revised August 25, 2009.