

# Computer Training Lab Application

## Hughes Main Library

Please direct questions regarding the Computer Training Lab to Heather Shockey at 864-527-9292. Submit applications by email to [staffdev@greenvillelibrary.org](mailto:staffdev@greenvillelibrary.org), by fax to 864-233-4026, or in person at any library location. All requests are pending until library staff send a written confirmation.

<b>Organization Name</b>		<b>Date</b>	
<b>Applicant Name</b>		<b>Library Card Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email Address</b>	<b>Daytime Phone</b>	<b>Evening Phone</b>	

**The lab must be vacated 30 minutes before the library's closing time.** The lab may only be accessed during normal operating hours. Applicants are encouraged to schedule 30 minutes for setup prior to the meeting start time in order to ensure proper connections and equipment operation.

<b>Meeting Dates (s)</b>	<b>Reservation Start</b>	<b>Reservation End</b>	<b>Meeting Start Time</b>
<b>Expected Attendance</b>	<b>Purpose of Meeting</b>		

### Computer Training Lab Fees

**\$75.00 Technical assistance** (Required for all reservations). This fee includes the use of the room and equipment. Staff will set up room, turn on requested equipment, and answer questions about the operation of the equipment.

**\$10.00 Software customization** requests charged **per computer**. Requests require two weeks' notice.

Please specify the exact number of computers that will require additional software:

Software name and type:

**Total cost due:**

**No food or beverages are permitted in the Computer Training Lab. Water in sealed containers (such as bottled water) is allowed for the instructor only.** Applicant must check in with library staff upon arrival and check out before leaving. Applicant must be present during the entire reservation time.

**Applicant Signature**

### Equipment Available in the Computer Training Lab:

- 1 Asus laptop (For the presenter) running Windows 7 and Office 2013
- 20 Dell laptops running Windows 7 and Office 2013 LCD projector and DVD player (With remote)
- Dry erase boards (Pens and erasers included)
- Flip chart easel stand (Pens included, no paper)

Please specify the exact number of computers you will be using:

### Staff Use Only

Approved

Denied

Confirmed

Date Paid

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