

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 or in person at any library location.
All requests are pending until library staff send a written confirmation.

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

The lab must be vacated 30 minutes before the library's closing time. Applicants are encouraged to schedule 30 minutes for setup prior to the meeting start time to ensure proper connections and equipment operation. **No food or beverages are permitted in the Training Lab.** Water in sealed containers is allowed for the instructor only.

Meeting Dates (s)	Reservation Start	Reservation End	Meeting Start Time
--------------------------	--------------------------	------------------------	---------------------------

Expected Attendance	Purpose of Meeting
----------------------------	---------------------------

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:

Equipment Available in the Computer Training Lab:

- 1 Sharp Aquos interactive display board
- 1 Asus laptop running Windows 7 and Office for instructor use
- 20 Dell laptops running Windows 7 and Office
- 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:

I, the undersigned, have read and agree to abide by the Greenville County Library System's Meeting Spaces Use Policy, Regulations, and Application instructions. I agree to be responsible for the use and care of the Library property and facilities. I understand I must **check in** with library staff upon arrival, must **check out** before leaving, and must be present during the entire reservation time.

Applicant Signature:

Total Cost Due:

Staff Use Only

Approved

Denied

Confirmed

Date Paid

TA