

# 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) 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.** 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.

<b>Meeting Dates (s)</b>	<b>Reservation Start</b>	<b>Reservation End</b>	<b>Meeting Start Time</b>
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<b>Expected Attendance</b>	<b>Purpose of Meeting</b>
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### Computer Training Lab Fees

**\$75.00 Computer use fee** (Required for all reservations) includes the use of the room and equipment. Staff will set up room and answer questions about the operation of the equipment.

**\$75.00 Sharp Board fee** for use of the interactive display board for presentations.

**\$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 10 and Office for instructor use
- 12 Dell laptops running Windows 10 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

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