

Computer Training Lab Application

Hughes Main Library

Please direct questions regarding the Computer Training Lab by email to staffdev@greenvillelibrary.org. 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 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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