**Projector usage**

* Submit an application at least 24 hours prior to the event (or the Friday before weekend dates)
* $20.00 deposit must be received before the projector application can be confirmed.
* Prior to departure, report the number of attendees to the library staff. If your event is scheduled to end after library hours, this may be done via telephone 563-534-2222 or email to webmaster@fortatkinson.lib.ia.us within 24 hours.
* If your deposit is not picked up within one week or arrangements made at the time of the original booking, it will be considered to be a donation to the Fort Atkinson Public Library. This can be done during library open hours.

The Fort Atkinson Public Library offers movie licenses and the projector to further the library’s mission to serve the needs of the community.

**Guidelines for Use:**

* Organizations or groups may use the projector to promote cultural, educational or civic activities. City Departments or other city buildings may use the projector and are exempt from the deposit requirement.
* Use of the projector by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.
* No fees will be charged for the use of the projector.
* **Exempt groups need to fill out application for reference purposes. No deposit required.**

**Scheduling:**

* Priorities:
	+ Library programs and activities
	+ Library related groups’ programs and activities
	+ City of Fort Atkinson programs and activities
	+ Community groups and individuals

The projector is available during library hours. Reservations must be made by an adult who will be held responsible for any damage incurred to the equipment.

The Board of Trustees reserves the right to deny use of the equipment to any individual or group for causing damages or for improper use of the equipment.

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