

**Carthage Free Library Public Computing Center**  
**VIDEOCONFERENCING USER AGREEMENT**

Please complete form and return to Attn: Carthage PCC, 412 Budd St., Carthage, NY 13619  
This form can also be faxed to (315) 493-2620. This form must be received by the Carthage Library PCC at least ten (10) days prior to scheduled meeting or reservations will be canceled.

The library has one community room equipped with video conferencing capabilities. The community room can accommodate 15 people comfortably. Up to 20 people will be allowed.

Meeting Date(s): \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Meeting Type (training, interview, business meeting, etc.): \_\_\_\_\_

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Special Requests or Comments:  
\_\_\_\_\_

**CONDITIONS OF AGREEMENT**

**Reservation and Cost**

1. Videoconferencing is available from 9:00 a.m. to 7:00 p.m. Monday through Thursday. Sorry, no exceptions.
2. You must reserve the videoconferencing system 4 weeks in advance. If you call to schedule videoconferencing system less than 4 weeks in advance, you will not be guaranteed a specific time slot; rather, you will have to select a time slot when a trained library staff member is available to run the equipment.
3. User is responsible for providing library support staff with IP address at least a week prior to videoconferencing system use. If one is not provided, a test call will not be conducted ahead of time and this can lead to technical difficulties.
4. You must be 18 years or older to reserve and use the videoconferencing system.
5. There is no charge to use the community room; however, there are charges for videoconferencing system use.
6. Videoconferencing is \$25.00 per session with a minimum one hour sign up and a maximum of three hours.
7. The library must receive a notice of cancellation at least 72 hours prior to the date(s) and time(s) of the reservation, or user may be billed a \$25.00 cancellation fee.
8. Reservations of the community room and videoconferencing system are subject to cancellation in the event of an emergency.
9. To see videoconferencing availability, please look on our website at [www.carthagefreelibrary.org](http://www.carthagefreelibrary.org) or call (315) 493-2620.

### Equipment and Community Room Use

1. User agrees to show driver's license at the circulation desk on the reserved date.
2. User agrees not to have food or drink near equipment.
3. **If technical difficulties should arise, users agree to obtain trained library staff to provide technical support beyond the basic video calling and presentation procedures.**
4. Users agree not to bully individuals, send pornographic material, speak abusively to individuals, or participate in any other activity that is illegal or harmful to conference recipients.
5. Users agree to use "inside" voices when utilizing the teleconferencing equipment.
6. Users agree to comply with all laws including copyright laws and hold the library harmless from any and all claims, losses and damages resulting from internet activity.
7. Users agree to leave the building and its grounds in a clean, orderly manner. Failure to do so may result in a reasonable cleaning fee being assessed against the user(s).
8. Users who are unwilling to follow library rules may be asked to leave, forfeit videoconferencing time and/or be suspended from the library. If this happens, there will be no refunds.
9. The using agency may be subject to repair or replacement costs if videoconferencing system is damaged due to policy or rule violation.

### Liability

1. The Carthage Free Library is not liable for any injuries sustained by any person(s) while attending a video conference in the library community room.
2. Any equipment, unless insured by the user(s), which is brought into the building is not covered by insurance against loss, damage, theft, or destruction.
3. Any children below the age of 18 must be accompanied by an adult or parental guardian. It is the policy of the Carthage Free Library that parents, legal guardians, and/or custodial caregivers are responsible to monitor information being presented and transmitted via the Videoconferencing system. The Carthage Free Library is not responsible for any harm or damage resulting from videoconferencing use.
4. Library staff is not responsible for content received from a connecting site or for information presented during videoconferencing use. This is the sole responsibility of the individual or organization that has reserved the equipment for use.

I, \_\_\_\_\_, understand the conditions of this agreement and agree to  
(user representative signature) abide by its terms.

Date signed by user: \_\_\_\_\_

**LIBRARY USE ONLY** Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_