HAMMOND PUBLIC LIBRARY Hammond, Indiana

BP 8011 COMPUTER TRAINING LAB - RENTAL FEE SCHEDULE

The Computer Training Laboratory of the Hammond Public Library, 564 State Street, is available to organizations for the sole purpose of instructional classes. A reservation form is required and proper identification, including a Hammond Public Library card, must be presented at the time of the request. The room may be reserved for a minimum of three hours, with the use of ten (10) computers. The cost for the use of the Computer Lab is \$150.00 for a three hour session. Additional hours are \$50.00 per hour.

An authorized representative of the group reserving the Computer Lab must remain on the premises throughout the period for which it is reserved, or until the meeting ends. The room must be restored to its original clean condition. Users of the Computer Lab agree to pay for any damages to Library property.

To reserve the Computer Training Lab, a completed and signed meeting room Reservation Form must be submitted for approval at least two weeks in advance of the event. A \$50.00 non-refundable fee must be submitted at the time of the application. The following guidelines apply:

- (a) the remaining \$100.00 must be paid one week prior to the class session
- (b) a responsible administrator must be present at the time of the class session
- (c) cancellation notices must be presented in writing (to the Circulation Desk of the Main Library) at least 48 hours prior to the class session
- (d) groups using the lab shall be liable for all damages, expense and loss of equipment including theft and property loss by any person who attends the scheduled session

Absolutely no food or drink is permitted in the Computer Lab. It is incumbent upon the group administrator to inform the Circulation Desk of when the room is vacated. Any time beyond the scheduled time will be charged in increments of ½ hour.