

**MILFORD MEMORIAL LIBRARY
MULTIMEDIA PROJECTOR APPROPRIATE USE POLICY**

APPROVED: 11/2/05

REVIEWED: 03/07/12, 3/4/2015, 4/4/2018

REVISED

The Milford Memorial Library and the Milford Community Center offer their multimedia projector for use to those who have rented the Milford Community Center and have paid the additional fees set in place for the use of equipment. This equipment may not leave the Milford Community Building, except for official City staff uses which have been granted prior approval by the City Office. Under no circumstances will individuals outside of City staff be permitted to remove the equipment to an off-site location.

Equipment may be reserved in advance, and will be committed to and reserved for the first requesting party for any given time period. Those who use the equipment agree to pay a repair or replacement fee for any item damaged while in the renter's charge. The renter is responsible for damage occurring during his or her rental period, regardless of who the operator of the equipment may have been. Repair and replacement fees will be set by the offices of the City of Milford as needed. Renter's comments on how the equipment worked while in their care would be appreciated.

The renter alone is responsible for the content of the information transmitted while the equipment is in use. The offices of the City of Milford make no effort to censor or approve a renter's intended programming, and therefore will not claim responsibility for offensive, illegal or otherwise objectionable information made available through the use of our equipment.

The Milford Memorial Library will not handle the issuance of keys to the equipment closet. Those wishing to use equipment will need to make prior arrangements with the City Office.