**Shapiro Library Screening Room**



**USER RESERVATION AND AGREEMENT FORM**

*Office use only*

Today’s Date / / Received By

**Contact Information**

Name

Status: Faculty Staff GSI Student

 Department Course Number

 Phone Email

**Reservation Date**

Day From To

 *Backup Date(s)*

 Day From To

 Day From To

Please contact the Askwith Media Library to reserve material in advance.

**Equipment Needed** (*please check all you will be using*)

 16mm film ¾ inch videotape

 VHS NTSC videotape (standard U.S. format) VHS PAL videotape (European format)

 Laserdisc DVD

 Blu-Ray Computer

 Other

How many will be attending?

**Please remember**!

Food and drink are permitted in the Screening Room – please clean up after yourself/your group. There is no smoking in the Screening Room.

The user is responsible for compliance with U.S. copyright law and for securing ALL rights for public viewing of media [<http://www.copyright.umich.edu/using_copyrighted_material.html>].

 YES, I HAVE OBTAINED PUBLIC PERFORMANCE RIGHTS WHERE NEEDED.

 YES, I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE SHAPIRO LIBRARY SCREENING ROOM USER POLICY.

Signature Date