Hunter Library Film Viewing Room

RESERVATION AND AGREEMENT FORM

Submit the completed form at the Circulation Desk to request a reservation.

Contact Information

Name _____ 92# _____

Status: ☐ Faculty ☐ Staff ☐ Student ☐ Library employee

Phone _____ Email _____

Reservation Date (maximum of 4 hours per day per user)

Day _____ From _____ ☐am ☐pm To_____ ☐am ☐ pm

Backup Date(s)

Day _____ From _____ ☐am ☐ pm To_____ ☐am ☐ pm

Day _____ From _____ ☐am ☐ pm To_____ ☐am ☐ pm

How many will be attending?_____

Please remember!
Food and drink are permitted in the Screening Room – please clean up after yourself/your group.
You are responsible for damages incurred while using this room.
You are responsible for compliance with U.S. copyright law and for securing ALL rights for public viewing of media. In general, the viewing of material by enrolled class members for academic purposes is considered to be permitted under the Fair Use doctrine of U.S. copyright law. Most of the videos and DVDs in the Library do NOT automatically include public performance rights. The Library does not obtain public performance rights on behalf of faculty or students using the rooms. For example, an instructor showing a video as part of the curriculum, but inviting people who are not enrolled in the course to attend, would need to obtain public performance rights.

☐ YES, I HAVE OBTAINED PUBLIC PERFORMANCE RIGHTS IF NEEDED.

☐ YES, I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE FILM VIEWING ROOM GUIDELINES.

Signature _____ Date _____

Library staff use only Viewing room reserved ____Large (up to 25 patron) ___Small (up to 6 patrons)

Today's Date ____/_____/_____ Received By _____