

## **JCLD FILM CENTER USAGE**

### **Policy #14**

The Jefferson County Library District Foundation, through gifts and grants, provided the funding to establish a film center by purchasing the initial equipment. The film center committee is charged with managing the center and maintaining a balanced budget.

The District has charged the Film Committee with training and maintaining at least one qualified projectionist. Only a trained projectionist may run the equipment. At least one member of the Library staff is trained as a projectionist.

Customers who wish to use the film center equipment may arrange use with the Film Committee chair and compensate the projectionist at the current film center pay schedule.

The film center equipment room is locked, and only those designated by the Chair of the Film committee is to have a key.

The District is not responsible for accident, injury, illness, or loss of property. All facility users will take appropriate measures to protect and indemnify the District, its employees, and Board against any claims by any person attending an event. The renter may be required to present a liability insurance certificate, post a bond, provide security, or meet other conditions of use.