

# **Equipment is available for use at group meetings**

**A laptop, projector, screen, slide viewer, sound system and radio cassette CD player are available for use at group meetings.**

**Please contact the Groups Co-ordinator if you want to know more or are interested in borrowing any of these items.**

A pre-booking system applies – see below for booking form - even if you are meeting at Leadon Bank and usually just help yourself for the duration of your meeting. As more members become aware of and use the equipment there is no guarantee it will be available for you unless you have a prior booking. If you always use an item on a specific day of the month then we can organize a block booking for you. Please also ensure that you sign the equipment out and then back in on the sheet in the cupboard.

Please do not remove equipment that has not been booked out to you – if you do so and it has been booked by someone else then not only will you will have ruined their meeting, you may also have incurred considerable costs if they were paying for an outside speaker.

**LEDBURY AND DISTRICT U3A**

**REQUEST FOR USE OF EQUIPMENT STORED AT LEADON BANK**

Interest Group: .....

Group Leaders name: .....

Group Leaders contact details:

    Telephone number: .....

    Email address: .....

Day and time of meeting: .....

Venue: .....

Equipment required (please specify whether you require the equipment occasionally or for every meeting):

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Please ensure that you sign the form provided in the cupboard, even if you are not removing equipment from the room.

If you have any issues with the equipment then please contact the Groups Co-ordinator.

Completed forms should be returned to the Groups Co-ordinator.