South Morrison Library
Technology Instruction Lab

The Technology Instruction Lab at South Morrison Public Library is available for public use of a civic, cultural, or educational character, but not for social gatherings, entertainments, dramatic productions, or for money-raising or commercial purposes.

1. Call the South Morrison Library to find out if the Technology Instruction Lab is available.
2. Fill out the application form for South Morrison Library: (available online, by mail, email or fax)
3. The library manager or the supervisor-in-charge will notify you of when your reservation has been confirmed.

Guidelines
The Technology Instruction Lab is subject to the following regulations:

1. Library programs and services take priority and may force cancellation of other scheduled meetings, trainings or events.
2. The Newport News Public Library System retains the right to cancel a reservation granted to an outside group for the Computer Instruction Lab. In the event of cancellation, as much notice as possible will be given. Cancellations on the part of the group using the lab must be made at least 24 hours prior to the meeting time. Failure to cancel may result in loss of privileges to use the lab.
3. The lab will be available only during the hours that the library is normally open.
4. Reservations need to take into account time for set up and clean up.
5. Computers, computer hardware, and computer tables may NOT be moved.
6. Please do not shut down/power off/restart the computers. Please ask for assistance from staff.
7. Please do not attempt to shut down/power off/restart the projector or laptop. Please ask for assistance from staff.
8. Groups must leave within 30 minutes of closing. Should a group stay beyond library closing, the group shall pay a flat fee of $35.00. This flat rate applies regardless of the length of time after closing a group stays. If a group stays beyond the hours indicated and arrangements have not been made, staff members shall call police if they refuse to leave.

9. There is no fee (except the late usage fee) for the use of the Technology Instruction Lab nor may the user charge a fee for attendance. The exception is in the case of paid registration of a library-sponsored seminar or workshop where the fee would cover the cost of a speaker or leader.
10. Smoking is not allowed.
11. No food is allowed in the lab. Drinks are allowed as long as the container has a top or a lid that prevents the contents from spilling. Groups are responsible for any damage to the computers or room.
12. Attendance in the Technology Instruction Lab is limited by the fire code. Limit is posted in each room.
13. Requests for use of the room must be reviewed and approved by the library manager or the supervisor in charge. Incomplete or unsigned applications will not be accepted. The lab will be assigned in order of receipt of qualifying applicants. Library programs and services take priority. For groups who meet on a regular basis, a new application form should be filled out once per year.
14. Groups must provide their own projectionist, but may use library projection equipment, provided it is requested at the time the Technology Instruction Lab is reserved. Groups will be responsible for any damage to library projection equipment or library audio-visual materials used. Library staff will set up and take down any projection equipment owned by the library and troubleshoot any technology issues. DO NOT POWER DOWN/RESTART/TURN OFF THE PROJECTOR. Please ask for assistance from staff.
15. Organizations assume responsibility for any damage to lab or contents and must leave the room in an orderly condition. The library is not responsible for any injuries incurred during use of the lab, or for any lost or stolen property.
16. The Library System/library manager is authorized to deny permission to use the lab to any group that is disorderly, does not follow library behavior policy, or that violates these regulations.
17. The name or address of a service unit, or Newport News Public Library System may not be used as the official address or headquarters of an organization. Mail returned to a service unit will not be forwarded to the organization. Phone calls to the branch for information about the organization or a meeting/program will be referred to the person who filled out the application.
18. Organizations/departments may not have the use of the Technology Instruction Lab on a regular basis (2nd Thursday of each month, for example). The next reservation will/can be taken at the completion of the previous meeting.

NOTE: The Public Computer Lab of the service unit is not open to the public for meetings.