

**FIRST NATIONAL BANK BUILDING
CONFERENCE ROOM – EQUIPMENT CHECK OUT FORM**

This form must be filled out and signed by the tenant's representative when building equipment is desired for the use in one of the conference rooms. Personal identification (driver's license) and verification of employment with a FNB Building tenant (business card) must be provided at time of check out. The equipment must be returned to the guard's desk on skyway level at the end of your meeting.

TENANT INFORMATION:

Tenant Name: _____
 Building/Suite: _____
 Tenant Contact Name: _____
 Title: _____
 Phone Number: _____
 Fax Number: _____
 E-Mail: _____

Today's Date _____
 Signature: _____

Conference Room Requested:

Conference Center:

- Training Room
Specify Set- up Requirement
Training (Standard Set Up) _____
Conference _____ \$100 Set Up Charge
Pane _____ \$100 Set Up Charge
Small Groups _____ \$100 Set Up Charge
- Capital Board Room
- Empire Board Room
- Mississippi Meeting Room
- Summit Meeting Room

General Building Rooms:

- #205 Board Room
- #205 Training Room
- #N110 Meeting Room

DATE REQUESTED: _____ **Meeting Start time:** _____ **End Time:** _____

OPTIONS REQUESTED:

Polycom Phone Portable LCD projector
 Portable Screen
 Easels
 Microphone (For Conference Center "Training Room ONLY")
 DVD Remote (For Conference Center "Training Room DVD/VCR ONLY")
 LCD Remote (For Conference Center "Training Room ONLY")

If the tenant or their representative lose or break these items the tenant will be charged accordingly:

Ceiling Mounted Projector	\$4,000	Portable Sanyo Projector	\$1,050
Manual Projection Screen	\$1,550	Polycom Phone	\$1,800
Remote Controls (DVD / VHS)	\$100	Remote Control (Projector)	\$100
Wireless Microphone (SystemPrice)	\$1,000	DVD / VCR	\$300
Portable Projection Screen	\$1,000		