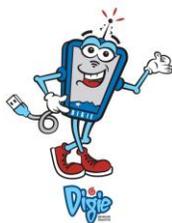


EL PASO



MUSEUM *of* HISTORY



Proposal for use of Mini Digie

Name of Institution:

Contact Person:

Address:

Phone:

Email:

Proposed date(s):

Purpose of Use:

Do you meet these requirements?

___ Are you within the City of El Paso, TX?

___ Loading dock or safe loading/unloading zone

___ Electrical outlet in close proximity to unit

___ Safe, clean environment

___ Be able to provide proof of insurance and name the City of El Paso, TX as an additionally insured

___ An electronic security system in place. An intrusion alarm to protect the facility at night and a CCTV monitoring system are preferred. If there is no security in the area where the unit will be installed, the facility must provide a secure room where Mini Digie may be stored at night.

___ Physical security in the form of a Security Guard stationed next to Mini Digie when it is in use. If Mini Digie is located at a school, a teacher or appropriate staff member should be present at all times during student and adult interactions with the unit.

___ The training of two people in the operations, turning on and off screen and general care of Mini Digie.

___ The ability to track the number of people who use Mini Digie.

Please complete this proposal and return to Jaime Knoedler, Community Engagement Coordinator at knoedlerjm@elpasotexas.gov or fax number 915.212.3163