

EDC Liability & Policy Agreement Form

Patron Name (capital letters): _____

Patron Phone #: _____ Year of School (circle): 1 2 3 4 Grad N/A

Resource Liability

I understand that I am solely responsible for paying the full amount of any replacement or repair costs and/or insurance deductibles for any instances of loss, theft or damage to equipment or facilities while in my possession, including concealed or unreported damage discovered after return. I will accept sole financial responsibility for items I have checked out as an individual, and proportional responsibility as a group member for items checked out by a group.

Items and facilities are considered to be in my possession:

- (a) From the time the items or facilities are checked out from the EDC until the time that they are checked in by a member of the EDC staff,
- (b) Or while I am using the items or facilities as part of a facilitated course.

Initial

Equipment Check

I understand it is my responsibility to check all equipment immediately upon checkout and to report any equipment found to be missing, damaged or not functioning to EDC staff.

Initial

Emails

I understand that the EDC will send an email upon sign-out of equipment and it is my responsibility to verify the return time and that all equipment signed out is in my possession according to this email.

I understand that the EDC will email me before my equipment is late and it is my responsibility to be able to return all equipment at the stated return time and that renewals of equipment are not guaranteed.

Initial

Keytracer Agreement

I agree that by checking out a key and/or card I am responsible for the facility I have reserved. I will return all facilities to their original state. I will not pass this access to another student.

I accept that failure to return my keys/cards by the end of my reservation will result in a fine at the rate listed below. Failure to return the key may result in the replacement cost of lock and key, or loss of access to the facility.

Initial

Fining Policy

All resources available in the EDC are subject to the same late fine policy unless stated otherwise. Every effort should be made to contact the EDC prior to your return time to see if you can extend your booking. Late resources will be fined at the following rate, \$10 immediately, and \$10 every half-hour (including non-operational hours)

Fines will be capped at \$100/day or the replacement value of the resource (provided the item is returned).

Fines are non-negotiable with part-time EDC staff. You must speak with a full time OTI EDC staff member if there is a dispute. Fines will also be placed on any lost or damaged equipment, as well as abuse of room usage.

Initial

Equipment Renewals

Equipment renewals are NOT guaranteed and all equipment MUST be available for return at the stated return time.

Initial

continued on next page

By signing below I agree to the terms outlined on page 1..

One Card Hot Stamp # (6 digit # on back of OneCard beside asterisk) _____

Is this a new one card: Y N Date Issued; _____ do you use keytracer: Y N

Patron Signature: _____

Ryerson Email Address: _____

Date: _____

EDC Staff Use Only

VERIFY ALL OF THE FOLLOWING BEFORE CHECKING THEM OFF

_____ All paragraphs have been initialed and form signed

_____ Students contact number has been input and saved

_____ OneCard barcode number has been input and saved

_____ OneCard hot stamp number has been input and saved

_____ "Signature on File" has been added to WCO.

Staff Name (Print Neatly): _____

Verified By Full Time Staff Member: _____