



## Button Maker Borrowing Agreement: Surrey Campus

Name of Borrowing Group (The Group): \_\_\_\_\_

Name and Position of Person Responsible: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_, agree to the terms below:

1. Advanced bookings can be made through SFSS Surrey Campus Coordinator, no more than one month in advance of the borrowing term.
2. The Borrowing Term is for 4 hours maximum, or overnight with additional deposit. Overnight bookings are due back no later than 12:00 p.m. the next day, and are subject to availability.
3. The Group agrees to pay a Late Fee of \$5.00 per hour, to a maximum of \$250 for any equipment that is not returned on time.
4. In the event of Loss or Damage to the cutter and/or button making machine, The Group agrees to reimburse the Simon Fraser Student Society for the full cost of replacement or repair of the equipment (estimated value \$500.00).
5. A Security Deposit of \$40.00 for daily terms, or \$80.00 for overnight terms is payable in cash only upon pick-up of the equipment. When the equipment is returned, the deposit will be refunded, less any applicable late fees, or charges for loss or damage.
6. Only SFSS groups may borrow the equipment, and The Group will be responsible for all charges and fines. This agreement must be signed by an executive member of The Group.
7. Button parts may be purchased in packages of 25 sets (back, front, & vinyl cover), for a charge of \$4.20 (15 cents per button plus tax). The maximum number of button parts sets that may be purchased per borrowing term is six (150 buttons).
8. The button making equipment may not be removed from the SFU Surrey campus without prior written approval from the SFSS Surrey Campus Coordinator or the SFSS Surrey Board Liaison.
9. During Coordinator vacations, please contact the SFSS Surrey Liaison to arrange for use of the button maker.
10. The Group agrees not to use the SFSS button maker to create or distribute discriminatory, hateful, or distasteful materials.

Borrowing Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_ 4 Hour Daily Loan    \_\_\_\_ Overnight Loan

Deposit Paid: \$ \_\_\_\_\_

Signature of Borrower \_\_\_\_\_

Date & Time Equipment was returned: \_\_\_\_\_

Deposit Returned to borrower: \_\_\_\_\_ (signature)