

POLICY STATEMENT

Fair Trade Vancouver is committed to an ethic of sharing resources and best practices amongst colleagues and partners. Therefore use of the organizations office is available upon request.

OUR EXPECTATIONS:

- This and supporting documents are read, reviewed and agreed upon
- Formal request for usage is made; day and times agreed upon
 - For interested parties – Internal (FTV), Nonprofit and private sector partners
- Arrangements made for entry and exit of space
- That the office is left in the exact fashion that it was found:
 - Coffee pot, plates, mugs and glasses cleaned and out away
 - All chairs and tables put back to the way they were found
 - Power bars and lights turned off
 - Door is locked

WHAT WE EXPECT OF YOU:

To treat the office as if it we're your own. The office and all of its resources have been acquired through a great deal of hard work and are now key to the organization. With limited financial capacity, Fair Trade Vancouver cannot afford to replace many of these things. In short please use and enjoy responsibly.

FINANCIAL CONTRIBUTIONS:

- Fair Trade Vancouver leadership team:
 - The office is open space to work on Fair Trade Vancouver related work and is therefore **free** of charge
- Nonprofit Partners of Fair Trade Vancouver:
 - The office is available upon request, and use of all materials within the office are at the requesting parties disposal
 - (Please be sure to read and agree upon our projector use policy)
 - Suggested donation: **\$30** per evening of use
- Private sector Partners of Fair Trade Vancouver:
 - The office is available upon request, and use of all materials within the office are at the requesting parties disposal
 - (Please be sure to read and agree upon our projector use policy)
 - Suggested donation: **\$50** per evening of use

BREAKAGE AND DAMAGE:

Please ensure all materials are carefully looked after. In the event of damage or breakage, please notify Fair Trade Vancouver. So that replacement or repair can be sought after.

REQUEST SIGN OFF:**X**_____
Requesting parties name (print)_____
Date Requested:**X**_____
Requesting parties signature_____
Time Requested: