

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 projector is available at request.

OUR EXPECTATIONS:

- The projector is formally requested after projector use policy is read and agreed upon
- A pick up date and a return date are agreed upon between Fair Trade Vancouver and the hardware requesting party
- The projector, all cables (power and USB) as well as the bag are:
 - Transported carefully (no saddlebags)
 - Treated with respect
 - Placed carefully on flat surface
 - Turned on/off at point of use only (to avoid overheating and burnout)
 - Is placed back in the bag, with all attachments immediately after use
- Is not lent beyond individual person and individual event
 - A separate request must be presented by a second party, for a second event

WHAT WE EXPECT OF YOU:

To treat the projector as if it we're your own. Projectors are expensive additions to any organization. With limited financial capacity, Fair Trade Vancouver cannot afford to replace this very important piece of technology

FINANCIAL CONTRIBUTIONS:

The use of the Fair Trade Vancouver projector is free of charge, however if the requesting party has the ability to donate towards the cost of this projector, it would be well received.

- Suggested contributions:
 - \$25 per use from all nonprofit partners/individuals
 - \$50 per use from all private partners/individuals

BREAKAGE AND DAMAGE:

In the event the projector is broken or damaged in any way, it will be expected that the party in question will fully repair or replace the hardware in question.

If the projector simply burned out or stopped working, due to none of the above listed mis-uses, an agreement will be made between Fair Trade Vancouver and the individual party in question as to fixing or replacing the hardware.

REQUEST SIGN OFF:

X _____
Requesting parties name (print)

Date signed out: _____

X _____
Requesting parties signature

Date Signed in: _____