



## **Customer Agreement Form**

I, \_\_\_\_\_, (please print) understand that in using the Creation Spaces at Vaughan Public Libraries (VPL), I will be held fully responsible for the usage of the space and equipment for myself and/or my child.

- I will adhere to all VPL policies and procedures including: Operational Policy, Code of Conduct, Copyright Policy, and Internet Policy.
- I understand the inherent risks associated with the use of tools, equipment, devices and hazardous materials that may be used within the Creation Spaces.
- I agree to assume and accept all risks arising out of, or associated with, my use of the Creation Spaces.
- I understand that I am responsible for the full replacement or repair cost as determined by the library from activities causing damage to the space, equipment, systems, software or computers.
- I understand that I am responsible for saving any work I wish to preserve to my own external device. Any work saved on library equipment will be deleted.
- I understand that VPL is not responsible for loss of data/information or damage to personal devices.
- I understand that the Creation Spaces may be used for lawful purposes only and will not be used to create material that is:
  - Prohibited by local, provincial or federal law.
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights. The equipment must not be used to reproduce material that is subject to copyright, patent or trademark protection.
- I understand that the Library reserves the right to refuse any fabrication request.
- I understand that the Library is not responsible for adjusting any files for fabrication.

<b>Initial:</b> _____	<b>Date:</b> _____
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## **Fees**

- I understand that fees apply to specific goods and services according to the chart available on the website.

<b>Initial:</b> _____	<b>Date:</b> _____
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## Booking Procedures

- I understand that my valid VPL Library Card number which is in good standing must be used at the time of booking and presented upon arrival for the booking.
- I understand that appointments are only available to be booked by the website booking system.
- I understand and will abide by the occupancy limits of each space.
  - Film and Photo Studio: 6 people
  - Recording Studio: 6 people
- I understand that each booking is subject to a time limit as outlined on the booking page.
- I understand that the Create It! Spaces are designed to be used by users 16 years and older.
- I understand that children under 16 must be accompanied by an adult in the Film and Photo Studio and Recording Studio.
- I understand that the maximum 3D printing time is 7 hours.
- I understand that only designated library staff have access to the fabrication machines.
- I understand that all users of Stand-alone VR Devices must be 13 and older and must read and adhere to all Health & Safety Rules and Guidelines.
- I understand that covered beverages are allowed in our spaces, and food is not permitted.

<b>Initial:</b> _____	<b>Date:</b> _____
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- I agree to have my work featured on Vaughan Public Library's social media outlets. (Optional)
- I have read and understand the information noted above and by signing below I agree to these terms and conditions.**

Library Card Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- If under 18, a parent or legal guardian is required to sign.**

Parent/Guardian Name (please print): \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information on these forms is collected in order to process the request after which the forms are destroyed. Non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Service Delivery. Freedom of Information Requests should be mailed to: Vaughan Public Libraries Administration Offices 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2*