



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 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 3D print or carving request.
- I understand that the Library will not adjust any files for 3D printing or carving.

Initial: _____	Date: _____
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Fees

- I understand that I am responsible for the following fees:
 - 3D Printing: \$0.25/gram
 - Carving: \$2.00 per hour plus cost of material
 - Button Maker: \$0.25 per button
 - Other Fees: As per Operational Policy
 - Vinyl Cutter: \$1.00 per ½ foot

Initial: _____	Date: _____
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Booking Procedures

- I understand that a valid VPL Library Card number must be used at the time of booking and presented upon arrival for the booking.
- I understand that each booking is limited to a maximum of 2 hours per day (with the exception of 1 hour bookings for the Oculus Rift), which may only be renewed in the absence of a following reservation. An extended booking must be forfeited upon arrival of the next booking.
- I understand that children under 16 must be accompanied by an adult in the Green Room and Recording Studio.
- I understand that the maximum 3D printing time is 7 hours Monday – Thursday, 3 hours Friday - Sunday.
- I understand that the maximum carving time is 90 minutes.
- I understand that only designated library staff have access to the 3D printers and Carvey machine.
- I understand that all users of the Oculus Rift must be 13 and older and must read and adhere to all Health & Safety Rules and Guidelines.
- I understand that covered beverages are allowed, and food is not permitted.

Initial: _____

Date: _____

- I agree to have my work featured on Vaughan Public Library's social media outlets.
- 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