

IOWA STATE UNIVERSITY
MEMORIAL UNION
TEXAS MARKERS USE AGREEMENT

Student Activities Center	&	
East SOS Reception Desk		Organization Name:
Iowa State Memorial Union		Name of person reserving:
Ames, IA 50011		Phone number:
		Signature:

CONDITIONS AND GUIDELINES

Please read this document carefully before signing. This must be signed before the Texas markers and accessories can be checked out to you. All users are required to comply with the following:

To reserve Texas markers

1. Equipment is for recognized organization use only.
2. You must present your ISUCard at time of checkout so that your identity and current status can be verified. The individual completing this form, representing the organization, is responsible for damages or loss.
3. Paper is NOT provided. Paper can be purchased at the University Book Store or the Copy Center.
4. It is recommended that you sign up for use of Workspace facilities in advance; at times all table space will be in use.

To use Texas markers

5. Texas marker users must agree to the Workspace user regulations.
6. You must use the Texas markers in the Workspace only. Paint supplies may be used only during hours when the Workspace is open and staffed.
7. While this equipment is checked out to you, you are responsible for it at all times. You may not lend it to anyone else. All supplies must be returned as issued. You will be charged the replacement cost for any individual items not present at check-in.
8. When finished using the equipment, ensure it is properly checked in by returning it to the Workspace supervisor.
9. The Workspace is not responsible for storage of projects. All projects must be removed the day of production.

Signature of Student Activities Center Staff	Date	Printed name of signer
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Signature of Person Using equipment	Date	Printed name of signer
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Signature of Workspace Supervisor	Date	Printed name of signer
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