



Discretionary Use Agreement

RENTER INFORMATION

Name: _____

Organization/Group: _____

Phone: _____

Email: _____

ACTIVITY/EVENT

Date(s) and Time(s) of Rental: _____

Number of People: _____

Event Description: _____

Facilities Requested: _____

FEES

Rental Fee: _____

Deposit: _____

CONDITIONS OF RENTAL AGREEMENT

1. Saskatoon TechWorks is a private facility operated by Saskatoon TechWorks Inc. ("TechWorks") All users must abide by codes of conduct, rules, and policies as applicable.
2. Any group using TechWorks' facilities must have at least one TechWorks member with a keycard present at all times. If your group does not contain a TechWorks member, it is your responsibility to arrange for a member to be present. Any compensation arrangements are between you and that member.
3. Any person using any tools provided by TechWorks must have a signed waiver on file with TechWorks. Use of tools is subject to training requirements and supervision by a member. Specifically, use of the Laser Cutters, CNC Router, and Lathe are restricted to those who have been trained by TechWorks.
4. Cancellation Policy -- a minimum of 48 hours is required in order to receive a full refund. Less than 48 hours would forfeit 50% of the rental fees. No shows would forfeit 100% of the rental fees. A Damage Deposit may be charged on rentals at the discretion of TechWorks.

5. Lessee is responsible for the behaviour of their guests. Lessee must ensure adequate adult supervision for children under the age of 18 years.
6. Upon departing, groups must ensure the facility is left in the condition it was found. Clean up any mess you made. No food, dirty dishes, or empty food containers may be left in the garbage. Remove these and place them in the dumpster outside the back door.
Any additional maintenance required as a result of this rental may be charged and invoiced to the renting organization or individual. When it is determined that the premises are returned to pre-rental state, your deposit cheque will be returned.
7. It is the responsibility of the lessee to inform all guests of the proper evacuation and emergency procedures while using the space.
8. It is the responsibility of the lessee to allow only attendees (that do not have key card access) access to TechWorks' facilities.
9. The lessee understands that TechWorks' facilities are a shared environment and as such regular members may access the facility
10. Saskatoon TechWorks Inc. is not responsible for any lost or stolen items.
- 11. Saskatoon TechWorks Inc. reserves the right to terminate this agreement at any time with 48 hours of notice. Saskatoon TechWorks will refund prorated fees for unused time.**

Contract:

To confirm the booking, please provide the requested deposit of _____, made payable to Saskatoon TechWorks Inc. Please sign below to indicate acceptance of these terms and return this signed copy and deposit by _____ to a TechWorks board member.

TechWorks Representative:

Date: _____

I (THE LEASEE) HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE CONDITIONS STATED ABOVE

Lessee's Signature

Date: _____

Lessee's Name (Please Print)
