



# Richmond Centre for Disability

“Promoting a new perspective on disability”

## **Richmond Centre for Disability iPad & Tablet Loan Program Agreement**

### **iPad & Tablet Loan Program:**

RCD member may borrow an Apple iPad or a Tablet device from Richmond Centre for Disability for the purpose of accessing RCD’s Zoom activities and other training. Devices are available for checkout to RCD members only.

### **Procedure:**

Borrower must read and sign the iPad & Tablet Loan Program Agreement. The iPad & Tablet Loan Agreement is signed upon checkout. Borrower must submit the iPad & Tablet Loan Program Agreement to RCD each time he/she borrows a device.

### **Loan Period and Conditions of Use:**

iPads and tablets may be checked out from RCD by RCD members with a valid membership, who read, agree to, and sign the iPad Loan Program Agreement. Borrower must be in good standing with RCD.

Only one iPad or one tablet will be checked out per person.

The loan period is 30 days, renewal depends on device availability; loans are on a first-come, first-served basis.

The iPad or tablet must remain in the cover provided.

If stolen or lost, the borrower will be responsible for the cost of its replacement.

The borrower must report any issues with the device to RCD staff immediately.

All origin items (iPad Pro, iPad cover, USB power adapter, and Lightning to USB cable OR Tab A tablet, tablet cover, cable, and charger) must be returned at the same time to RCD to be checked in. Please do not leave device unattended.

The iPad or tablet comes with preloaded applications; users may not download or delete apps. Please remove any personal information and sign out of any applications before returning the device to the centre.

While using the iPad or tablet, borrower must follow RCD’s Internet Usage Policy. The Policy can be found on our website at [www.rcdrichmond.org](http://www.rcdrichmond.org)

**Fines and Liability:**

If the iPad or the tablet is returned after the due date, late fines will accrue at \$10 per day to a maximum of \$100.00. If the device is not returned within 10 days, the borrower will be responsible for the full replacement cost.

By checking out an iPad or a tablet, the borrower is agreeing to the iPad & Tablet Loan Program Agreement. Please note the borrower will be responsible for any damage fees up to the full replacement cost of the device and the accessories. The replacement costs as of the date of this agreement is written are as follows:

- iPad Pro 11”- \$1400
- iPad Pro 10.5” - \$900
- iPad cover - \$25
- Lightning to USB cable - \$35
- USB power adaptor - \$35
- Processing fee - \$40
- Samsung Tablet Tab A 8.0” - \$300
- Tab A cover - \$20
- Tab A cable - \$10
- Tab A charger- \$20

**Agreement:**

I understand that I am responsible for this borrowed electronic device and for its undamaged and timely return to RCD during office hours. If the device is damaged, lost, or stolen, or accessories are missing, or late fees are incurred, I understand that I am responsible for all application charges. My signature below indicates that I have read, I understand, and I agree to the Condition of Use listed in this agreement. I agree to return the electronic devices by the due date and time.

**Borrower’s Information**

Name (Please Print): \_\_\_\_\_

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

Email & Phone number: \_\_\_\_\_

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

RCD Staff: \_\_\_\_\_

*The RCD iPad & Tablet Loan Program is supported by the Government of Canada's Emergency Community Support Fund, through the Richmond Community Foundation, and Autism Speaks Canada.*