
Winton Wyoming Pastoral Region

Copier Acceptable Use Agreement

Group Name _____

Primary Contact/User Name _____

Phone _____

Email _____

Why does this group need copier access? _____

Terms and Conditions:

Quantity and Type of Copies

Each group will be allowed 300 copies per quarter. Any copies made above 300 will be invoiced to the group at the parish rate of \$0.02/copy, which covers paper and toner.

Only black and white copies are permitted. If color is needed, please see a staff member.

Individual User Codes

Each user will receive a personal code to use when printing which is not to be shared.

If the user forgets their code, a new one can be issued.

If a user is no longer associated with a group, they must inform the staff immediately so their code can be removed from the system.

A new user must notify staff as soon as possible so they can receive a code.

By signing, you agree to the terms and conditions as stated above.

Signature

Date