



IFN LAPTOP CHECK-OUT & CHECK-IN POLICY

Islamic Foundation North (IFN) has laptops (Property) in which can be reserved and used by IFN members only. This policy is to provide a standardized reservation policy for the IFN Laptops and the usage guidelines.

Responsibility

All administration and members of IFN.

General

IFN Laptops are rented to the IFN members only.

Maximum Number of Laptops to be reserved at One Time per Person: 1

Maximum Reservation Hours: 4 hours

Fees

Laptop Reservation Fees:

- To Check-Out a Laptop, the Member (Renter) must provide:
 - Valid Driver's License
 - Valid Credit Card
 - Credit Card will not be charged or used in any manner unless Laptop is returned Damaged

Important Guidelines

Renter's Responsibilities:

- The Property is leased for the personal and educational use only
- The Property is not to leave the premises of IFN
- Renter may not remove or alter nor allow to be removed or altered any words or marks so identifying the Property.
- No software may be loaded on the computer that is not pre-approved by IFN.
- Renter assumes all risk of damage to or loss of the Property, however caused, while in transit before, during and after the term hereof.
- Renter shall at its sole expense maintain the Property in good repair, appearance and functional order, and shall not use or permit the use of the Property in any unintended, injurious or unlawful manner.
- The Renter must follow the IFN policy on acceptable computer and network use. The Renter may be subject to corrective action for failing to abide by such policies.
- Renter agrees to abide by any limitations imposed by licenses accompanying the Property.

IFN's Responsibilities:

- The Property is and shall be at all times the personal property of IFN
- IFN reserves the right to remove any unauthorized software from the computer.
- IFN shall have the right, at any reasonable time, to inspect the Property or observe its use.
- If the Property is returned damaged, harmed, or is lost, IFN reserves the right to enforce monetary fees by charging the credit card provided by the Renter.

**Notice to All Users**

This computer system is property of ISLAMIC FOUNDATION NORTH, this computer system, including all related equipment, networks and network devices (specifically including internet access,) are provided only for authorized client of ISLAMIC FOUNDATION NORTH. Any or all use of this system may be intercepted, monitored, recorded and audited for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access and to verify security procedures.

Unauthorized or improper use of this system may result in disciplinary action and/or civil charges/criminal penalties and/or prosecution by law. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

Prohibited Uses

The following are prohibited and constitute a breach of Contract:

- Any illegal and unauthorized use of the Property including unacceptable programs/software and websites.
- Use by anyone other than the contracted renter. The renter may not sublease the facility under any circumstance.

Damaged or Lost Items

Renter agrees to pay for any damages or loss to equipment, supplies and/or facility. Renter must notify the IFN contact if there are any damages or any equipment is broken prior to returning the Property.

Indemnity

The renter agrees to indemnify and reimburse IFN for all liabilities and expenses, including but not limited to, attorney's fees to his agents or third parties, arising out of the use of the facility or breach of this policy and contract

Contact

IFN Executive Committee Secretary or Appointed Administrative Staff

Enforcement

IFN Executive Committee, Complaints regarding violations of this policy should be forwarded to the IFN Executive Committee.