

**IOWA STATE UNIVERSITY
MEMORIAL UNION
DIE CUT USE AGREEMENT**

Student Activities Center	&	(student organization name)
		StuOrg Acct # or User's ID#:
East SOS Reception Desk		User's Name:
Iowa State Memorial Union		Phone number:
Ames, IA 50011		Email:

CONDITIONS AND GUIDELINES

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

1. You must use the die cut machine in the East Student Office Space workroom only. No parts are to be removed from the room.
2. Check out forms are for one day's use only. Project should be completed in one work session, or another form will need to be submitted.
3. Equipment must be used only during hours when the Student Activities Center (East SOS) is open and staffed.
4. While this equipment is checked out to you, you are responsible for it at all times. You may not lend it to anyone else. **DO NOT LEAVE THE EQUIPMENT UNATTENDED.** All original equipment must be returned as issued. You will be charged the replacement cost for any individual items not present at check-in. Current replacement cost is \$40 per individual letter.
5. When finished using the equipment, ensure it is properly checked in by returning to the East SOS Receptionist and signing the check-in portion of this Die Cut Agreement Form.
6. You must present your ISUCard at time of checkout so that your identity and current status can be verified. Only currently enrolled students at ISU are allowed to check out the die cut equipment.
7. Paper is NOT provided. Paper can be purchased at the University Book Store or the Copy Center.
8. Equipment is for registered organizations use only. Individuals or departments are not eligible for equipment checkout.

Signature of the **Person using equipment** Date Printed name of signer

Start of use	At completion of use
Check out date _____	Check in date _____
Check out time _____	Check in time _____
23 small letters in place _____ (if not, list missing)	23 small letters in place _____ (if not, list missing)
26 capital letters in place _____ (if not, list missing)	26 capital letters in place _____ (if not, list missing)
10 shapes, 2 punctuation in place _____ (if not, list missing)	10 shapes, 2 punctuation in place _____ (if not, list missing)
Checked out (staff signature) _____	Checked in (staff signature) _____
Checked out (user's signature) _____	Checked in (user's signature) _____