
APPENDIX S – McMaster Engineering Society Tent Policy

I _____ on behalf of _____ take full responsibility for the safekeeping and proper operation of the McMaster Engineering Society (MES) Tent and all the accessories included with it. Proper operation includes abiding by the MES Tent usage guidelines listed below.

The contents of the MES Tent Case are as follows:

1 10'x 15' Steel Frame	1 Canopy
1 Wheeled Storage Bag	10 Ground Pegs with carrying case
1 Instruction Manual	

MES Tent Usage Guidelines

- A cash or cheques deposit amounting to \$150 will be given to the AVP Services & Productions prior to the use of the Tent.
- Only MES approved Department Clubs, Groups and Teams are allowed to request use of the tent.
- Upon return of the Tent, the AVP Services & Productions will assess the condition of the tent and all additional parts listed above relative to the state it was in when lent out. If any damages have been incurred which amount to less than the deposit, the remaining deposit will be returned.
- In the case where damages have been incurred, those responsible will be given an opportunity to remedy said damages for a period of time deemed appropriate by the Executive Council.
- The party signing out the Tent will not have the authority to lend the Tent to any individual or group not considered to be a part of their party.
- Setup and teardown of the Tent shall follow the instructions detailed in the instruction manual.
- The Tent shall not be left unattended at any event or program.
- There should be no persons or otherwise hanging from the internal supports of the Tent.
- Adhering signs to the legs or canopy of the tent with tape is prohibited
- There will be no food cooked under the Tent.
- If subjected to rain or snow the canopy must be properly cleaned and dried before being returned to the custody of the MES.
- The Tent will be picked up and returned to the MES storage locker at a time predetermined between AVP Services and Productions and the party involved. During this time the Tent will be considered to be under the responsibility of the party.

I agree to abide by the policy and guidelines of the MES Tent as presented above.

Deposited Amount: _____

Signature

Witness

Date
