

Rules for the Community Laptop Computer

- The computer is to be used only for Falls Run functions.
- Requests for use of the computer will be submitted to the person designated by the Falls Run Community Associations (FRCA) Board of Directors (BOD) or that person's substitute.
- The person who is granted access to the laptop must personally pick up the equipment.
- Equipment will be signed for at pickup, including the person's Access Card number, Name, Signature, Date Received and the Event for which the equipment is requested.
- The person signing for the equipment agrees to be responsible for the proper use and care of the equipment while in his/her possession.
- The person signing for the equipment further agrees to be responsible for any repairs that are necessary due to misuse of the equipment.
- Whenever possible, the equipment will be available for pickup on the day prior to the event to allow time for the borrower to load required files (e.g. PowerPoint presentation) on the equipment. Due to the possibility of scheduling conflicts, this may not always be possible.
- The Equipment must be returned no later than the day after the event for which it was borrowed.
- The Equipment must be returned to the named custodian of said equipment.
- The custodian will log the date on which the equipment was returned.
- The borrower will use only the "Guest" logon to the computer.
- The borrower may not attempt to delete any software.
- No downloading of files and/or programs from the Internet
- No disabling of security software
- Personal data should not be retained on the computer. Any personal data found on the computer will be deleted.