

**FORESTWOOD CO-OPERATIVE HOMES INC.
USE OF PHOTOCOPY MACHINE
POLICY**

Date adopted by the Board of Directors: _____

Date confirmed by the Members: _____

Forestwood Co-op photocopier machine is for business use.

Photocopier is not for a private use; however the Co-op occasionally (when available) provides a photocopier for members of the community who wishes to copy materials at the rate of 0.10c per page for 8 ½ x 11, 0.25c for 8 ½ x 14, and 0.30c for 11 x 17 (to partially cover the cost of material). Photocopies may be made on both sides of a sheet of paper, however, a fee for each side is charged.

Copies and money will be counted by the office staff and disposed to a can, which is displayed in the office counter. Receipt will be issued as a proof of payment.

Occasionally the money will be removed from the can, counted by two office staff and deposited to the bank.

A charge reminder will be posted on the top of photocopy equipment.

The time limit for use of the photocopy machines is ten minutes if others are waiting.

Forestwood Co-op Board and Staff are authorized to make decisions concerning other aspects of photocopier use as necessary.

The Co-op is not responsible for **any** copyright infringement committed by individuals using the machine.