

AMS Square Reader Rental Program User Agreement

To enable AMS Clubs to be able to conveniently accept card payments, the AMS Office of the VP Finance is pleased to offer Contactless Square Readers (“Square Reader”) at no cost to AMS Clubs in Good Standing. In order to ensure responsible use of Square Reader(s) and that the equipment is available to as many AMS Clubs as possible, all AMS Clubs wishing to loan a Square Reader must sign and abide by this agreement.

This program is currently only eligible to AMS Clubs. Other AMS Departments and Subsidiaries interested in this program may contact the Financial Systems Administrator at fsa@ams.ubc.ca for more information.

By signing this agreement, the applicant, on behalf of the AMS Club they are applying for (“borrower”), agrees to the following terms.

1. The borrower shall retrieve the Square Reader from the AMS Offices on the date confirmed by the Financial Systems Administrator, during AMS Business Hours (9:00AM – 4:00PM), unless alternative arrangements have been made in advance. Loan requests will be considered forfeited if not picked up by the end of the day.
2. The Square Reader shall only be used by the borrower and may not be transferred to another AMS Club or external organisation during the rental period without prior authorisation from the Financial Systems Administrator or the VP Finance.
3. Unless otherwise specified, the Square Reader shall be returned to the AMS Offices during Business Hours within seven (7) days of the date received.
4. The borrower acknowledges the following late penalty structure:
 - a. First occurrence and up to three (3) days late: Formal warning
 - b. Subsequent occurrence or between three (3) to fourteen (14) days late: \$20.00 penalty
 - c. Over fourteen (14) days late: \$35.00 penalty and unit considered missing
5. The Square Reader and associated accessories shall be returned by the borrower in the condition it is received in. Should the borrower receive a Square Reader with significant damage or missing accessories, the borrower shall notify the Financial Systems Administrator immediately.
6. The borrower must not damage, modify, or tamper with the Square Reader. AMS inventory tags must not be removed from any Square Reader or accessory.
7. The borrower shall report damaged or missing Square Readers to the Financial Systems Administrator as soon as possible.
8. The borrower is responsible for replacing any damaged or missing Square Readers or accessory. The cost of a replacement unit shall be charged to the borrower’s AMS account by the Office of the VP Finance.
9. The borrower agrees to abide by [all relevant Terms of Service set out by Square](#).

Please direct all questions to the Financial Systems Administrator at fsa@ams.ubc.ca.