



TERMS OF USE

This document outlines the terms of use for the Social Innovation Hub.

WORKSPACE

This section outlines the terms of using the Social Innovation Hub's Workspace.

The Social Innovation Hub Workspace is available from **8:30 to 4:00 Mondays to Fridays**. It is closed on public holidays.

The Workspace may be booked upon request. To book the Workspace *for up to three hours a day, please email a letter with your request to ruce.ac.za.*

The Workspace may be reserved for a maximum duration of two weeks (three hours per day) by community partners (have a signed MoU).

DIGITAL RESOURCE LIBRARY

This section outlines the terms of using the Social Innovation Hub's digital resource library. Users must read and understand the terms for using the library and its equipment before leasing equipment.

'Equipment' in this document refers to any item leased from the Digital Resource Library.

Equipment can be leased for up to five days at a time.

Criteria for Leasing Equipment

The Social Innovation Hub offers temporary, short term leases for equipment.

The purpose is to assist community partners and where possible, CBOs and local businesses and individuals, to run projects and events. The resource library unfortunately does not have the capacity to sustain the ongoing activities of multiple programmes and initiatives. We therefore do not offer ongoing support to organisations or individuals.

Process of Leasing Equipment

Request Form

Form can be found here: bit.ly/sih-lease (for partners and public) and here bit.ly/sih-lease-ru for (Rhodes University staff)

Submit the Request Form three days before you intend to collect the equipment.

Accurate and contactable contact details and identity information must be provided on the Form. *If we cannot reach you via the contact information provided after the due date has passed, a case will be opened with the South African Police Services.*

Equipment collections and returns

Users must arrange to collect the equipment with the Social Innovation Hub staff and cannot arrive unscheduled.

Equipment must be returned by the date stipulated.

Bring an ID document with you to collect the equipment if the request is approved.

Bookings

Users can book equipment in advance to ensure availability on the desired date. Equipment cannot be booked more than three months in advance.

Conditions of Using Equipment

Security and damage

If equipment is returned late; returned damaged; or returned with missing parts on two occasions, we will no longer be able to approve requests for equipment.

In the worst-case scenario of theft or damage, users must inform the Social Innovation Hub as soon as possible. Do not attempt to repair the device or have it repaired.

Responsibility to contribute to the repair or replacement of equipment will depend on the nature of the damage.

Responsibility for leased equipment

The user who has leased equipment from the Digital Resource Library will be held *accountable* to the terms of the agreement.

Data and risk

Data will be cleared from devices upon return.

Users accept risk to any personal devices connected to a Social Innovation Hub asset.

USER AGREEMENT

- I will not leave equipment unattended in public or communal places or with unsupervised young children
- No one will eat or drink while using the equipment
- The equipment will be kept in its protective cover when it is not being used
- I will not pull, twist, fold, bend or tamper with cables and cords

By leasing equipment, I acknowledge that I agree to the terms of use of the Social Innovation Hub.