



MEMORANDUM OF UNDERSTANDING:

IRIS PHOTO BOOTH

Agreement between *EXPERIENTIAL LEARNING AND CAREER SUCCESS (ELCS)* and

_____ (Department/Unit)

ELCS agrees to allow your department or unit to use the Iris Photo Booth in a space of your choosing, with the following understanding:

Experiential Learning and Career Success (ELCS) Agrees To:

- Transport the Iris Photo Booth to and from your space when favorable weather conditions exist. The photo booth cannot be transported if it is raining, snowing, or if there is too much ice on sidewalks.
- Include simple instructions for users to operate the Iris Photo Booth.
- Troubleshoot any technical issues if users do not receive their photos delivered to the email address entered within 48 hours of using the Iris Photo Booth.

Department/Unit Agrees To:

- Promote the presence of the Iris Photo Booth in your location to the student population you serve.
- Make the Iris Photo Booth accessible to students for large parts of the day.
- Ensure that the Iris Photo Booth is only accessible while supervised.
- Store the Iris Photo Booth in a locked room during non-business hours.
- Permit all UM students, staff, and faculty the device while it is in your location.
- Provide two staff members to assist ELCS staff transporting the booth to and from your location.
- Assume a delivery fee of \$200 (payable to ELCS Index MSA032). This fee helps cover the annual Iris maintenance fee as well as staff time required for delivery.

ELCS REPRESENTATIVE

DATE

DEPARTMENT/UNIT REPRESENTATIVE

DATE