



## **Division 15 Mechanical Ltd. – Electronic File Room – user Rules and Release Agreement**

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Prior to obtaining and activating your User ID for the Division 15 Mechanical Ltd. – electronic file room, the following Rules and Release form must be read and agreed to.

### **Access**

- 1) Upon establishment and activation of the User's User ID, the Authorized User is hereby granted the following rights:
  - a. Authorized Users may access and use the Division 15 Mechanical Ltd. Mechanical File Room.
  - b. Project information may be printed and digitally stored by Authorized users for subsequent use.
  
- 2) The foregoing rights are subject to the following restrictions:
  - a. Project information, documents, and files obtained from this service or its representatives are for the use of the authorized user only.
  - b. Authorized Users may not transmit or otherwise distribute information or files to anyone who is not an authorized user.
  - c. This Agreement and the rights granted to Authorized Users under the Agreement cannot be transferred or sold to anyone else.
  - d. Authorized Users may not use the information or documents received from the Division 15 Mechanical Ltd. electronic file room in any manner that would infringe the copyright therein or otherwise violate copyright laws. Unauthorized use of the Division 15 Mechanical Ltd. Electronic File room or information contained therein, in any form, is expressly forbidden.
  - e. Authorized Users agree to use the system in an appropriate manner, for its intended purpose, and solely for their own use. Authorized users who abuse their access or permit or acquiesce in the use of the system by an unauthorized user may by any means whatsoever, shall at the sole discretion of Division 15 Mechanical Ltd., be subject to immediate termination of their or their Companies' access and agree to compensate Division 15 Mechanical Ltd. for any damages which result to Division 15 Mechanical Ltd. or any third party including, but not limited to, loss of revenue and costs incurred to repair any damage to the system which may have resulted from the unauthorized use.

The entire contents of the Division 15 Mechanical Ltd. electronic file room, including all content accessible through the systems, are protected by copyright and other intellectual property rights and international treaties. Title and all other ownership rights in the Division 15 Mechanical Ltd. electronic file room and the content accessed through the Division 15 Mechanical Ltd. system shall remain with Division 15 Mechanical Ltd. and the various publishers of content, as applicable. Authorized users may not remove any copyright notices or other notices contained in the Division 15 Mechanical Ltd. systems or in any materials retrieved there from.

**Confidentiality**

The User agrees to keep their password confidential and to notify Division 15 Mechanical Ltd. promptly if such password is lost or stolen or if the user becomes aware of unauthorized use of the user’s password.

**Laws and Regulations**

Division 15 Mechanical Ltd. systems are controlled and operated by Division 15 Mechanical Ltd. from its offices within the Province of British Columbia, Canada, and this agreement is governed by and shall be construed in accordance with the laws of British Columbia. Division 15 Mechanical Ltd. makes no representation that content in the systems is appropriate or available for use in other locations.

**Signature and Release**

In consideration for the privilege of using the Division 15 Mechanical Ltd. electronic file room and in consideration for having access to the information contained on the systems, I hereby agree to abide by the aforementioned rules and polices and release Division 15 Mechanical Ltd. and its directors, employees, and agents from any & all claims of any nature arising from the use or inability to use the systems, I agree to indemnify Division 15 Mechanical Ltd. for any loss suffered by reason of improper use of the systems by myself. I further agree to compensate anyone harmed by any improper use of the systems by myself.

By signing below, I hereby agree to the aforementioned rules and policies, and request a user name and password to access the Division 15 Mechanical Ltd. FTP Site.

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

For Division 15 Mechanical Office Use Only:	
User Name Assigned: _____	Password Assigned: _____
Name: _____	Date: _____
Project Name: _____	