

Carleton Place Lofts Website Waiver

Carleton Place Lofts (CPL) is publishing an online **Resident Directory** on its website. This directory will include the names, medium descriptions, and website links of the artists who volunteer to participate. The CPL website is also being update to include a resident calendar that will track building events and activities associated with the common areas of CPL. Only participating resident's names will be used online, all other information will be used solely to organize and contact the participants, and no information will be shared with other participants.

Each resident must sign and return this waiver to give CPL permission to include them in the Resident Directory. CPL will contact those who sign up and provide a name and password to be used to gain access to the resident area of the website. Residents who do not choose to participate in the Resident Directory but want access to the resident area of the website will also be issued a password, and should indicate their preference below. Please check Option 1 or Option 2 and provide information requested below.

Option 1: ____ I, the undersigned, give Carleton Place Lofts permission to use my name in an online directory as part of the CPL website. I understand that my name, as part of the directory, will be visible to the general public, and will be part of a list of participants to be maintained by CPL. I understand that the contact information included on this waiver will not be published, but will be used by CPL to contact me regarding my participation, and to gather further information to be used in this directory.

Name as it appears on your CPL lease: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____

Option 2: _____ I, the undersigned, DO NOT wish to participate in the online directory, but would still like to have access to the resident artist area of the website. I understand that my name will be part of a list maintained by CPL, and that the contact information on this waiver will not be published, but will be used to contact me regarding my participation in the CPL website.

Name as it appears on your CPL lease: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____