



Equipment owned by PSO may be loaned to or borrowed from all school divisions, school administrators and external school organizations and clubs. This procedure describes the process by which a department may request the loan of the photo booth from PSO.

1. Submit request at least one week prior to the event to Mr. Michael Lambert or Ms. Holly Raatz for approval. At any time, they may consult with PSO Board for verification of borrower.
michael.lambert@concordiashanghai.org or holly.raatz@concordiashanghai.org
2. If the photo booth is requested to go off Concordia property with the exception of 8th and 12th Grade Graduations, the PSO Board must approve.
3. Regardless of who and where it is being used, the requestor must be properly trained by either Mr. Michael Lambert, Ms. Molly Raatz or their designee. The photo booth must be properly used, maintained and transported back to Michael Lambert or Molly Raatz.
4. The cost to use the photo booth is 70RMB per 100 sheets and the funds must be submitted to the cashier on the 3rd floor prior to the event. Be sure to address it to PSO photo booth and specify the name of your organization or club.