

LOAN OF TOWN EQUIPMENT

DATE APPROVED: **Mach 10, 1994**

EFFECTIVE DATE: **March 10, 1994** **REVISED:**

POLICY STATEMENT

It is recognized that equipment purchased by the Town is intended to be used for the benefit of the entire community, in general, and not to benefit a specific individual, group, or organization. Council will develop guidelines which will govern the sharing of equipment by and between departments of the Town.

PROCEDURES

The following criteria is to be used when loaning (renting) equipment or sharing services between departments:

- a) All Town owned equipment shall not be loaned (rented) or used to benefit any individual(s), group, or business. Equipment may be loaned only to Provincially registered non-profit organizations, youth groups, or service club as provided herein.
- b) No motorized equipment shall be loaned or rented.
- c) A deposit will be required for each piece of equipment which is borrowed, the cost of any damage, normal wear and tear accepted, will be deducted from this deposit. If the deposit is not sufficient to cover the damage, then the remaining balance will be invoiced to the organization, in accordance with the Town's policy.
- d) Equipment will be signed out by each organization, noting the condition of the equipment and the expected date and time of return. The equipment will be inspected upon return by the appropriate department head and/or his representative, and the condition noted at the time. The Department Head, in his sole discretion, shall determine whether the deposit should be returned or if charges should apply.
- e) Any request for equipment or services between departments shall be coordinated between the appropriate Department Heads with as much lead time as possible. The C.A.O. shall be advised of the request if deemed necessary by a department head.

- f) Specialized equipment shall not be shared between departments unless a knowledgeable, competent operator is provided. The Department Head is to provide approval of qualifications.
- g) the cost of damage, normal wear and tear accepted, to equipment, during the time it is loaned to another department, shall be pro-rated.
- h) All equipment signed out to a department shall include a notation on the condition of the equipment as well as the expected date and time of return. Upon return, all equipment will be rechecked to verify its condition.
- i) All requests for loan or rental of equipment not covered by these guidelines, will be referred to Council, with a recommendation from the appropriate Department Head, for consideration and appropriate action.