

**GENERAL STATEMENT OF POLICY**

42.01 It is the policy of the Region of Queens Municipality to have guidelines for the loan of equipment and items by its Economic Development and Tourism Department.

**OBJECTIVES**

42.02 To make various pieces of economic development and tourism related items available for loan to the public.

42.03 To ensure the borrowed equipment is returned on time and in good repair.

**ALLOCATION OF RESPONSIBILITIES**

**DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM’S RESPONSIBILITIES:**

42.04 To see that the procedure of this policy is followed.

**POLICY PROCEDURE**

42.05 Community groups and individuals may borrow the following equipment / items from the Department of Economic Development and Tourism:

<b><u>Equipment / Item (s)</u></b>	<b><u>Refundable Deposit</u></b>
Display Booth	\$100.00
Four Privateer Dresses	\$100.00 / dress
Display Photos (Variety)	\$10.00 / photo

42.06 The Department of Economic Development and Tourism realizes that normal wear and tear may occur to the items. It is the Director of Economic Development and Tourism’s discretion of the acceptable condition of equipment / items for return without penalty.

42.07 The borrower is liable for the total costs of repair or replacement of items.

**Approved by Council: August 16, 2004**