

GENERAL STATEMENT OF POLICY

36.01 It is the policy of the Region of Queens Municipality to have guidelines for the loan of equipment by its Recreation and Community Facilities Department.

OBJECTIVES

36.02 To make various pieces of recreational equipment available for loan to non-profit organizations and individuals

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

ALLOCATION OF RESPONSIBILITIES

DIRECTOR OF RECREATION AND COMMUNITY FACILITIES

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

SECRETARY/RECEPTIONIST

36.05 To take bookings on a first come / first serve basis and ensure materials are prepared, issued and deposits are accepted in a timely and efficient manner.

POLICY PROCEDURES

36.06 A) Community groups based in the Region of Queens Municipality may borrow the following equipment from the Recreation and Community Facilities Department:

- 2 -- 12 ft. Large Outdoor Banners..... \$150.00 deposit each
- 2 -- 12 ft. Small Outdoor Banners..... \$ 75.00 deposit each
- * 1 -- 20 x 20 ft. Canopy \$150.00 deposit
- * 1 -- 12 x 16 ft. Stage..... \$150.00 deposit
- * 2 -- Volleyball nets, poles, and balls..... \$ 50.00 deposit
- 2 -- Basketball Standards \$ 50.00 deposit
- 2 -- Large Parachutes..... \$ 25.00 deposit
- * 1 -- Croquet Set \$ 25.00 deposit

<p>Large Banners: 3 lines, 18 characters long</p> <p>Small Banners: 2 lines, 18 characters long</p>

B) Community groups and individuals based in the Region of Queens Municipality may borrow the following equipment from the Recreation and Community Facilities Department:

- 2 -- GPS Units..... \$25.00 deposit each
- 2 -- Small Parachutes..... \$25.00 deposit each
- 6 -- Pairs of Snow Shoes.....
 - 2 -- suitable for 30-80 lbs..... \$25.00 deposit each
 - 2 -- suitable for 60-160 lbs..... \$30.00 deposit each
 - 2 -- suitable for 100-225 lbs.....\$30.00 deposit each
- 1 -- Flag Football Set..... \$45.00 deposit
- 3 -- Igloo Making Kits..... \$30.00 deposit each

36.07 The borrower must sign the loan book and specify the date on which the equipment will be returned, and provide the appropriate deposit at that time or upon pick-up of the equipment.

*Additional Paperwork Required (Check Out/ Check In Checklist)

Policy Subject/ Title - Recreation Equipment Loans Program

- 36.08 The Recreation and Community Facilities Department recognizes that normal wear might occur to the equipment. It is the Director of Recreation and Community Facilities' discretion of the acceptable condition of the equipment for return without penalty.
- 36.09 With respect to loans of banners, staff of the Recreation and Community Facilities Department will provide the borrower with a list of possible locations and methods of placement.
- 36.10 The borrower is liable for total costs of repairs or replacement of equipment.
- 36.11 Due to the potential for damage and their high repair/replacement costs, the Region will not loan electronic equipment, including laptops and data projectors, to community organizations.
- 36.12 The transfer of equipment from Community Group to Community Group or Individual to Individual (without returning to the Department of Recreation and Community Facilities in between) is only permissible if a deposit has been received from each Community Group or Individual and the appropriate paper work has been completed for those Community Groups or Individuals who have requested the use of equipment at the time the equipment is picked up, or before the equipment is transferred to the next Community Group or Individual.
- 36.13 The deposit received by the Department of Recreation and Community Facilities for the loan of equipment will be returned to the Community Group or Individual following inspection of the equipment. (The deposit may be returned via Canada Post).
- 36.14 The responsibility for picking up, erecting / assembling, and returning items that are loaned through this program is solely that of the organization borrowing them.