



RIVER RAISIN WATERSHED COUNCIL EQUIPMENT LOAN POLICY

Loan of Equipment:

- These policies and procedures are established and will be enforced to ensure the security of equipment and provide equal opportunity for usage by all. Use of equipment is reserved for educational, academic, scientific, and cleanup purposes only.
- Equipment will be available for loan to individuals who have been approved by a River Raisin Watershed Council (RRWC) staff member.
- The borrower must fill out the *Equipment Loan Agreement* that requires both a RRWC staff signature upon check out and check in, and signature of the borrower.
- When equipment is checked out, the borrower will receive a copy of the *Equipment Loan Agreement* with the list of equipment loaned. The borrower must retain this receipt while in possession of the equipment.
- The individual borrowing the equipment assumes complete and full responsibility for the equipment loaned out and will be held accountable for the cost of damaged, destroyed or lost items.
- While the RRWC staff members are responsible for inspection of equipment during check out and check in, it is also the responsibility of the individual borrowing the equipment to examine the equipment for damage or missing part BEFORE leaving the premises and report missing or damaged equipment immediately.
- Should equipment become faulty for any reason while in the borrowers possession, absolutely no attempt should be made to repair it. If faulty, the borrower must return the equipment immediately.

Terms of Equipment Loan:

- All equipment may be signed out for a maximum of seven (7) days.
- Equipment must be reserved a minimum of seven (7) days in advance.
- Items must be returned in the condition they were received.
- All equipment must be returned by the return date specified in the *Equipment Loan Agreement*.
- All equipment must be returned clean and dry and free of mud, insects or debris.
- Under no circumstances should any equipment in your charge be loaned to another person. This practice is strictly forbidden. The borrower who signed out the equipment will be liable for any damaged or missing equipment.
- An extended loan of any equipment is forbidden, unless otherwise allowed special permission from the RRWC. Reservations for extended periods of time or holidays will be considered on a proposal basis only. Falsification or misrepresentation of special permission will result in immediate revocation of equipment loan privileges.
- Renewals of equipment loans are not allowed. Individuals may not immediately borrow equipment once they return the same equipment.
- Items deemed as those that have to be replenished such as vials, jars and supplies are not eligible to be loaned.
- A minimum \$20 refundable deposit or \$5 per item must be made in order to borrow equipment.
- There is a \$25 per day late fee for equipment not returned on the date specified in the *Equipment Loan Agreement*.
- All equipment must be checked out and returned during office hours by appointment.

Lost or Damaged Equipment:

- The borrower is responsible for returning all equipment in the same condition as when received.
- An individual's equipment privileges may be suspended or revoked at any time without warning for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of the administration.
- The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned in damaged condition. The borrower will also be assessed a \$25 administration fee to cover the costs associated with procuring unreturned or damaged items.
- Costs assessed against borrower will be treated as any other debt and failure to pay as required may result in loss privileges and benefits and be subject to collections.

Reservation of Equipment:

- Equipment is available on a first-come first-serve basis and can be reserved up to 30 days in advance.
- Borrower must fill out and sign the *Equipment Loan Policy* and the *Equipment Loan Agreement*.
- Borrowers must have a valid driver's license that will be photocopied and placed on file with both the signed *Equipment Loan Policy* and *Equipment Loan Agreement*.
- Reserved equipment must be picked up on the specified date or the reservation will be cancelled.

By signing below, the borrower acknowledges that he/she has read, understands and agrees to the terms stated in the *Equipment Loan Policy* written above.

Signature

Date