

## **Equipment Loan Policy**

### **1.0 Policy Statement**

The City of Mount Pearl shall lend City-owned equipment to other nearby municipalities to promote cooperation and support across municipalities.

### **2.0 Background**

It is recognized that equipment purchased by the City's Department of Community Development is intended to be used for the benefit of the entire community, in general, and not to benefit a specific individual, group or organization. The City of Mount Pearl has developed guidelines that will govern the loaning of equipment by and between municipalities.

### **3.0 Purpose**

The purpose of this policy is to define the terms and conditions by which the Department of Community Development will lend equipment to other nearby municipalities and/or community events.

### **4.0 Scope**

This policy applies to equipment purchased by the Department of Community Development except for tents (refer to the City of Mount Pearl's *Tent Policy CD-TP-01*).

### **5.0 Guidelines**

1. Equipment covered under this lending policy includes but is not limited to chairs, PA system, pipe and drape, tables, table skirts, microphones, staging.
2. Motorized equipment is not governed by this policy and will not be available for loan.
3. Requests for this service must be made a minimum of two (2) weeks in advance by contacting the Director of Community Development and submitting an equipment release application form. Equipment will be distributed on a first come – first served basis depending on availability.
4. 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 borrowing group.


5. If the equipment has been defaced, lost, damaged or destructed or any other condition/circumstance deemed unacceptable by the Director or his representative, the security deposit will be defaulted.
6. If the equipment is returned in good order, the security deposit will be refunded by City cheque one week following return.
7. 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 Director or his/her representative and the condition noted at the time. The Director or his/her representative, in his/her sole discretion, shall determine whether the deposit should be returned or if charges should apply.
8. All requests for loan of equipment, not covered by these guidelines, will be referred to Council, with a recommendation from the appropriate Director, for consideration and appropriate action.
9. If the equipment requires specialized skill to protect the integrity of the structure, the organization is responsible to pay all costs associated with having City personnel assemble and dismantle such equipment. Resources required will be determined by the Director of Community Development.

## 6.0 Related Document

Please refer to the City's Companion Document:

- *Equipment Release Form*

## 7.0 Approvals

  
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Steve Kent, Chief Administrative Officer  
*September 26, 2018*  
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Date