

# **South Whidbey Parks & Recreation District**

## **Equipment Loan Policy**

The equipment of South Whidbey Parks & Recreation District is provided in order to support the programming, operations and administration activities of the District. The equipment may be loaned to external not-for-profit organizations that provide service to the community, but only during periods when it is not in high demand. The District reserves the right to refuse equipment loans to non-District related purposes.

An Equipment Reservation Form should be filled out at least one week in advance of checkout. Equipment is available on a first-come, first-served basis.

Equipment is to be picked up at and returned to the District Office at 5495 Maxwellton Road, Langley.

You must present a valid ID and damage deposit (credit card number) prior to or when picking up equipment.

You are responsible for the safety and security of the equipment you borrow. If equipment is stolen, lost or damaged while in your care, you will be charged for the replacement or repair cost.

If you abuse equipment or if you fail to return equipment on time, you may lose all future borrowing privileges.

Borrowers are responsible for the equipment while it is in their care. Every possible precaution should be taken to ensure its safekeeping. The equipment should be checked for any apparent damage and noted on the Equipment Reservation Form when it is picked up. The equipment will be inspected upon its return.

### **Items Eligible for Loan**

Public Address System – 2-speakers, 2-speaker stands, 1-amplifier, 1-microphone, 1-microphone stand, speaker cables, microphone cables

Dry Erase Board – 1-3'x5' board

Santa Suit – (\$25-dry cleaning service charge)



## Equipment Reservation Form

Today's Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Representative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Equipment Requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Return Date \_\_\_\_\_

Damage Deposit: V/MC/DC Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

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### To Be Filled Out When Equipment is Picked Up and Returned

Pickup Date \_\_\_\_\_ Representative Picking Up \_\_\_\_\_

Equipment Comments \_\_\_\_\_

\_\_\_\_\_  
Staff Initial \_\_\_\_\_

\* \* \* \* \*

Return Date \_\_\_\_\_ Representative Returning \_\_\_\_\_

Equipment Comments \_\_\_\_\_

\_\_\_\_\_  
Staff Initial \_\_\_\_\_

Staff – by initialing the form you are verifying that you have checked identification of the person picking up equipment and checked the condition of the equipment being returned.