

Municipality of the District of St. Mary's

Equipment Rental Policy



1. This Policy is entitled the "Equipment Rental Policy."

2. Objective:

2.1 The purpose of this policy is to provide and maintain rental equipment for the residents and non-commercial organizations of the Municipality of the District of St. Mary's.

3. Authority:

Municipal Government Act, as it is amended.

4. Definitions:

Municipality refers to the Municipality of the District of St. Mary's

Staff refers to full time, part time, seasonal and occasional staff of the Municipality of the District of St. Mary's.

Council refers the Council of the Municipality of the Districts of St. Mary's and any individual elected member of the Council of the Municipality of the District of St. Mary's.

5. Policy Statement and Guidelines:

5.1. Equipment rentals are used at the renter's own risk

5.2. Equipment will be rented to residents of the Municipality of the District of St. Mary's on a first come first served basis.

5.3. A list will be kept of all bookings including date first requested, length of time required, name, address, and phone number.

5.4 Technology equipment is to have a staff or Council member present to set up and take down equipment.

5.5. Staff will provide information to renters about the equipment required to operate and usage is at their own risk.

5.6. Renters must sign rental agreement forms and leave damage deposits before picking up equipment. A secured damage deposit is required for each piece of equipment.

5.7. Renters will pick up and return equipment during business hours.

5.8. Damage shall be assessed whether it was due to normal wear or negligence. Damage due to renter's abuse will be the responsibility of the renter.

5.9. Damage deposits shall be held at the office until equipment is returned and has passed an inspection of working order and cleanliness upon return of the equipment.

5.10. Equipment returned unclean will be cleaned and a cleaning fee will be charged to the renter.

5.11. If the equipment is not returned on the day specified by the rental agreement and individuals are waiting for the equipment, the renter will be contacted. If the renter fails to return the equipment, the Municipal Staff or designate will contact the renter to arrange for the equipment return. This will result in the renter forfeiting rental privileges until such time as full recovery cost, plus rental charges for the total number of days that the equipment was held, are recovered.

5.12. In addition, when it becomes known that a renter is in arrears for rental fees or damage charges in excess of 60 days, they will be notified by letter and informed that their rental privileges are suspended until full payment is received.

5.13. All equipment shall be inspected periodically to ensure proper maintenance.

5.14. The staff of the Municipality of the District of St. Mary's has the right to refuse the release of any piece of equipment in their opinion if cannot be transported in a safe manner.

5.15. Rental charges for holidays and weekends shall be assessed if equipment is used on these days.

6.0 Policy Authority:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy from time to time to keep current, enforceable and compliant. Any changes that are made to Policy are to be approved by Council.

7.0 Policy Review:

This policy will be reviewed once per Council Term or more often as needed.