

Town of Yarmouth  
**LOAN OF TOWN EQUIPMENT POLICY**

Effective: March 10<sup>th</sup>, 1994 Amended: August 8<sup>th</sup>, 2013  
TOY 24



**1.0 Statement**

It is recognized that equipment purchased by the Town is intended to be used for the benefit of the entire community, in general, and not to benefit a specific individual, group, or organization.

**2.0 Procedures**

**2.1** All Town-owned equipment shall not be loaned (rented) or used to benefit any individual(s), group, or business. Equipment may be loaned only to Provincially registered non-profit organizations.

**2.2** No motorized equipment shall be loaned or rented.

**2.3** A deposit may 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 organization.

**2.4** 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 department head and/or his representative, and the condition noted at the time. The Department Head, in his sole discretion, shall determine whether the deposit should be returned or if charges should apply.

**Clerk's Annotation for Official Policy Book**

Date of Adoption: March 10<sup>th</sup>, 1994

Date of Approval of Amendment: August 8<sup>th</sup>, 2013

I certify that this "Loan of Town Equipment Policy" was adopted by Council as indicated above.

Town Clerk:

Date: