

**TOWN OF LUNENBURG PROCEDURAL POLICY #91 – TOWN EQUIPMENT  
LOAN AND USE POLICY**

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**PURPOSE**

1. This Policy outlines the process by which the loan of Town of Lunenburg (“Town”) equipment may approved by Town Department Heads for the occasional free use by non-profit community organizations operating within the Town in a fair and consistent manner for the betterment of the community.

**PROCEDURE**

2. Town Council authorizes the following Town Department Heads to approve the loan of the following Town equipment free of charge to non-profit community organizations if this does not interfere with Town operations:
  - Recreation Department – chairs, bleachers, stage risers and tables.
  - Public Works – barricades and traffic cones.

Additional items requested for loan require Council approval which the non-profit community organization must request.

3. The non-profit community organization is responsible for picking up and returning the above noted Town equipment at their own cost and at times that are convenient to the relevant Department Head unless Town Council has previously approved providing this service free of charge.
4. The relevant Department Head will assess the condition of the loaned equipment prior to and on its return to ensure no unreasonable wear and tear for which the non-profit community organization may be responsible for paying the Town.
5. The relevant Department Head shall determine the loan period which shall not exceed one week without the prior consent of the CAO. The Department Head may recall the loaned equipment earlier if it is required to meet unforeseen Department requirements and the non-profit organization will be required to return the equipment.
6. The non-profit community organization may only use the Town equipment for the betterment of the community, e.g., public concert, sporting event, etc. and not for profit, illegal activities, personal gain, etc.

7. The non-profit organization must handle the Town equipment with care at all times to ensure that it is not damaged. The Town equipment will not be used while under the influence of alcohol, drugs, etc. Any loss or damage, saving and excepting reasonable wear and tear, must be reported to the Town and paid for by the non-profit organization.
8. The non-profit organization assumes all risks for use of the Town equipment by itself and others and must ensure it has adequate general commercial liability and other applicable insurance in place. The organization will indemnify the Town, its employees, and all other applicable representatives against any claim, action or process for damage, injury, loss, etc. that may arise during the use of Town equipment.
9. The relevant Department Head shall ensure that the authorized signing authorities of the non-profit organization seeking to borrow Town equipment sign the attached Town of Lunenburg Equipment Loan and Use Agreement (Schedule "A") before any Town equipment is loaned. On return of the loaned Town equipment, the Department Head shall complete the return portion of the Loan and Use Agreement to ensure the condition of the equipment is recorded and any loss or damages noted for repair, replacement, reimbursement, etc. as applicable for which the non-profit organization will be responsible.
10. If the non-profit organization does not return the Town equipment by the agreed date and time, the relevant Department Head may make arrangements to pick-up the Town equipment and return it to their Department. The non-profit organization will be charged for the time, vehicle, etc. costs to return the equipment.
11. If there are any breaches of the Town of Lunenburg Equipment Loan and Use Agreement by a non-profit organization, a Department Head may refuse to loan Town equipment in future to the organization.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider  
(7 days minimum): **August 27, 2019**

Date of Passage of Current Policy: **September 10, 2019**

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**SCHEDULE "A"**

**TOWN OF LUNENBURG EQUIPMENT LOAN AND USE AGREEMENT**

Name of non-profit community organization operating in the Town of Lunenburg:

Name of authorized non-profit community organization representative:

Contact phone number and civic address for authorized representative:

Please indicate type of Town equipment you seek to borrow:

Loan period requested:

Proposed use of Town equipment:

Location where Town equipment will be used:

Date non-profit organization will return the Town equipment to the Town:

The undersigned acknowledges and agrees on behalf of the non-profit community organization noted above to return the Town equipment on loan as noted above in compliance with the attached Town of Lunenburg Town Equipment Loan and Use Agreement Policy and will be responsible for any Town equipment loss or damage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Loan of Town equipment approved by:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

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Follow-up action required by Department Head, e.g., billing for damaged or lost Town equipment, etc.: