

	CS – Adapted Equipment Lending Agreement	Community Services
	Adapted Equipment Lending Agreement (complete this form only after confirming equipment available)	
Contact Information		SECTION 1
Borrower's Name _____ Date of Birth (YYYY-MM-DD) _____ Home Address _____ City _____ Postal Code _____ Phone _____ Email _____ User's Name _____		
Adaptive Equipment		SECTION 2
Loan Date/Time _____ Return Date/Time _____ Small Hippocamp (length 170 cm for Individuals up to 140 cm) with wheels with skis Medium Hippocamp (length 180 cm for Individuals 140 cm to 165 cm) with wheels with skis Large Hippocamp (length 190 cm for Individuals up to 165 cm – 185 cm) with wheels with skis X Large Hippocamp (length 203 cm for Individuals up to 185 cm and up) with wheels with skis Standard Sledge (14") with rear push bar with set of ice picks Large Sledge (16") with rear push bar with set of ice picks Snow coach Adapted Slide Top-End Excelerator Handcycle Trike Huka Duet Bike Other _____		
Borrower's Agreement		SECTION 3
I will make every effort to ensure the equipment is used & stored in a proper and safe manner. I will return equipment in same condition it was loaned (except for normal wear & tear). - I will not alter the equipment or use in a manner unintended. I will not lend or allow third parties to use the equipment.		

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Borrower's Agreement continued	SECTION 3			
<p>I will return the equipment on the scheduled return date and time agreed upon with staff.</p> <p>I am responsible for a CSA approved helmet where required (i.e. sledge and handcycle).</p> <p>I have received and understand the Adaptive Equipment Lending Guidelines.</p> <p>I have received an equipment overview (i.e. assembly/disassembly, functions & safety features) within the last year.</p> <p>I will consult with a Physical or Occupational Therapist for individualized specific fitting as needed.</p> <p>I will provide photo ID & contact information for tracking purposes.</p> <p>Staff initial when received _____</p>				
Consent and Release	SECTION 4			
<p>I consent to fully assume all risk of loss, injury or illness caused by or incidental in the use of the above equipment and to indemnify the save harmless the City of St. John's from any claims, action or liability relating to the equipment or use thereof.</p> <p>Signature _____ Date _____</p> <p>Signature _____ Date _____</p>				
Privacy Notice	SECTION 5			
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to provide care to participants. Questions about the collection and use of the information may be directed to Manager of Healthy City and Inclusion by emailing recreation@stjohns.ca</p>				
<table style="width: 100%;"> <tr> <td style="width: 33%;">Please send completed form to:</td> <td style="width: 33%;"> Healthy City & Inclusion P.O. Box 908 St. John's, NL A1C 5M2 </td> <td style="width: 33%;"> For further information: Phone: 709-576-6972 Email: inclusion@stjohns.ca </td> </tr> </table>		Please send completed form to:	Healthy City & Inclusion P.O. Box 908 St. John's, NL A1C 5M2	For further information: Phone: 709-576-6972 Email: inclusion@stjohns.ca
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**CITY OF ST. JOHN'S
DEPARTMENT OF COMMUNITY SERVICES**

Adaptive Equipment Lending Guidelines

Borrower please retain a copy for your records

The City of St. John's has made this equipment available for use by individuals, families and not for profit community groups. In doing so, equipment related barriers in participating in recreation & leisure are greatly reduced.

Please read the following guidelines:

1. Equipment is loaned on a first come, first served basis.
2. Items may be borrowed for up to two consecutive weeks, depending on demand.
3. It is the borrower's responsibility to pick-up/drop-off equipment. Pick-up and drop-off date/time will be confirmed after the request form is received.
4. Trained Recreation Staff will assess general equipment suitability and provide an overview of equipment's usage, assembly/disassembly, & safety features. Orientations to equipment must be done each time the equipment is loaned.
5. Borrowers may consult with a physiotherapist or occupational therapist for individualized equipment fitting and adjustment.
6. The equipment will be cleaned and inspected for damage on the date it is loaned and returned.
7. The Recreation Division is responsible for regular maintenance & repairs of equipment & ensuring it is in good working condition. If equipment breaks down beyond regular wear & tear, the borrower is responsible for repairs.
8. The Recreation Division requires a copy of a Driver's License or Government issued ID of the borrower.
9. Requests for equipment must be submitted one week in advance of the requested pick-up date.
10. To request equipment please contact Inclusion Services at 709 576 6972 or submit the completed request to inclusion@stjohns.ca