

	CS – Equipment Lending Program Agreement	Community Services
	Equipment Lending Program Agreement (complete this form only after confirming equipment available)	

Contact Information	SECTION 1
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Borrower's Name _____ School _____

School Address _____ City _____ Postal Code _____

Phone _____ Email _____

Recreation Equipment	SECTION 2
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Loan Date/Time _____ Return Date/Time _____

Equipment Name _____ Quantity _____

Equipment Name _____ Quantity _____

Equipment Name _____ Quantity _____

Equipment Name _____ Quantity _____

Equipment Name _____ Quantity _____

Borrower's Agreement	SECTION 3
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I will ensure the equipment is used and stored in a proper and safe manner.

I will return equipment in the same condition it was loaned (except for normal wear and 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. Approved Users _____

I will return the equipment on the scheduled return date and time agreed upon with staff.

I have received, understand, and agree to abide by the Recreation Equipment Lending Guidelines.

I have received an equipment overview including printed documents (i.e. assembly/disassembly and safety features).

I will provide photo ID and contact information for tracking purposes.

Staff initial when received. _____

If transporter is different than borrow, they shall upon receipt of equipment present a valid government issued ID.

CS – Equipment Lending Program Agreement		Community Services
Consent and Release		SECTION 4
Signature _____	Date _____	
Signature _____	Date _____	
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 process this application. Questions about the collection and use of the information may be directed to Manager of Healthy City and Inclusion by emailing healthyprograms@stjohns.ca</p>		
Please send completed form to:	Healthy City & Inclusion P.O. Box 908 St. John's, NL A1C 5M2	For further information: Email: healthyprograms@stjohns.ca

**CITY OF ST. JOHN'S
DEPARTMENT OF COMMUNITY SERVICES**

School Lending Program Guidelines

Borrower, please retain a copy for your records.

The City of St. John's has made this equipment available for use by schools 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 one week, 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. The equipment will be cleaned and inspected for damage on the date it is loaned and returned.
6. 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.
7. The Recreation Division requires a copy of a Driver's License or Government issued ID of the transporter.
8. Requests for equipment must be submitted one week in advance of the requested pick-up date.
9. To request equipment please contact Healthy Programs & Inclusion by emailing healthyprograms@stjohns.ca