

# Small Items of Equipment Loaning Policy

## Introduction

Frampton Cotterell Parish Council's objective for this policy is to allow community groups, parish council volunteers and residents to loan small items of equipment up to the value of £250 from the parish council.

## Loan Conditions

- 1.1 Equipment is to be loaned to local community groups, parish council volunteers and residents. The decision to loan will be made at the discretion of the Clerk/delegated officer and on a first come, first serve basis.
- 1.2 Bookings must be made in advance by contacting the parish council offices to ensure availability of equipment.
- 1.3 Borrowers of equipment will be required to sign an Equipment Loan Form (appendix 1) to record the loan and accept responsibility for items borrowed.
- 1.4 By completing and signing the Small Equipment Loan Form, borrowers are agreeing to indemnify Frampton Cotterell Parish Council against claims that are caused by using or misusing equipment loaned.
- 1.5 Equipment loans shall be for agreed durations as recorded on the Small Equipment Loan Form. Loan duration shall be decided by the Clerk/delegated officer and be dependant on demand.
- 1.6 Extensions to loan duration must be approved by the Clerk or delegated officer.
- 1.7 Setting up of equipment is the responsibility of the borrower unless prior agreements made.
- 1.8 Equipment shall only be used for its intended purpose.
- 1.9 If equipment is lost or damaged, the borrower will be expected to replace, repair, or pay for the damages to the equipment up to a limit of £250.
- 1.10 If damage has occurred it will be agreed at the point of return, the Council will then ensure the equipment is repaired and the borrower will be invoiced for payment.

## Return and recovery of equipment

- 1.11 Equipment must be collected and returned to the council offices (Brockeridge Centre).
- 1.12 Any loan equipment is to be inspected by officers prior to loaning.
- 1.13 Any loan equipment is to be inspected by officers on return to ensure items are returned in their entirety and in acceptable condition

**Appendix 1: Loan form and declaration**

**Small Equipment Loan Form and Declaration**

<b>Equipment loaned</b>	<b>Purpose</b>	<b>Duration of loan</b>

I agree to use the equipment issued to me in accordance with this usage policy:

Name \_\_\_\_\_ (PRINT)

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Equipment Returned

Damages Recorded and agreed:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_