

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #L-011**

**Town of Lockeport Recreation Department**

**Equipment Loan Policy**

**Effective Date:**

**Revision Date**

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January 24, 2025

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**General Statement of Policy**

The Town of Lockeport Recreation Department (TOLRD) owns various pieces of recreation equipment as a way to enhance accessible recreational opportunities available within the Town of Lockeport.

**1) Purpose**

- a) The Equipment Loan Policy outlines the roles and responsibilities for the Town of Lockeport Recreation Department and equipment users, as well as procedures for loaning equipment, maintenance and care of equipment, liability, and insurance.
- b) The Equipment Policy applies to the following equipment owned by the Town of Lockeport: bicycles, tricycles, helmets, walking poles, sport racquets, winter walking grippers, parasport wheelchair and other such pieces of equipment periodically acquired for use by the Recreation Department in their programs.

**2) Responsibilities**

**a) Town of Lockeport Responsibilities**

- i) TOLRD is responsible to annually renew General Liability insurance coverage. Insurance Policy does not cover damaged or stolen equipment.
- ii) TOLRD agrees to oversee scheduling and transportation (when necessary) of equipment.
- iii) TOLRD is responsible for regular maintenance and will ensure that equipment is in good working condition.
- iv) TOLRD is responsible for storing equipment when not in use.

### **b) Borrower's Responsibilities**

- i) The borrower is responsible for the equipment and will ensure the equipment is used and stored in a proper and safe manner while in their care.
- ii) The borrower agrees to return the equipment in the same condition as when it was received, except for normal wear and tear. This could involve cleaning the equipment and removing any dirt, sand, or mud, when necessary.
- iii) The borrower will not alter the equipment or change the use for which it is intended.
- iv) The borrower will not lend or allow third parties to use the equipment.
- v) The borrower agrees to return the equipment on the designated date on the loan form.
- vi) The borrower will ensure that all the safety equipment provided is always worn while equipment is in use.
- vii) The borrower is responsible to ensure that all equipment in their possession is not damaged. The borrower will be responsible for any damage to equipment, beyond normal wear and tear.

### **3) Procedure for Loaning Equipment**

- i) Requests to borrow any equipment should be made in advance by contacting the TOLRD in order to accommodate the request. TOLRD staff members will check for equipment availability.
- ii) Equipment will be loaned for a one-week period unless otherwise agreed to and stated on Equipment Loan Form.
- iii) All equipment bookings will be placed in the Google Calendar under the appropriate calendar.
- iv) The borrower must be a resident of or visitor to the Town of Lockeport. Requests from others will be reviewed on a case by case basis by the Town of Lockeport Council.
- v) TOLRD staff members will inspect equipment for damage on the date loaned and returned, to ensure it is in good working condition.

- vi) The Equipment Loan Form must be completely filled out before equipment will be loaned. Depending on the replacement value of specific equipment to be borrowed, the form may also need to be accompanied by other documentation such as a Government issued photo ID or valid credit card; and a refundable deposit may be required. In the case of minors, a responsible adult may be required to co-sign the form.
- vii) It is the responsibility of the borrower to arrange pick-up and drop-off of equipment. TOLRD will make every effort to assist in making these arrangements.
- viii) Authorized personnel will review the equipment, its proper usage, and functions with the borrower, prior to loaning.

**b) Equipment Specific Guidelines**

- i) Bicycles and tricycles will be loaned to third parties only if they have an instructor who has completed the Making Tracks Bicycle Leader training or a comparable certification.
- ii) TOLRD recognizes the need to make *adapted recreation equipment* available to local residents. Given the high cost of purchasing adaptive recreation equipment and the resulting financial barriers for families, this equipment is available for families and individuals to borrow. Adaptive Recreation Equipment will be loaned out to families, individuals, or groups for a maximum of two weeks. Authorized personnel will review the equipment, its proper usage, and functions with the borrower prior to loaning. Personnel will encourage borrower to consult an Occupational Therapist, Physiotherapist or the IWK Pediatric Services before using equipment.

**4) User Fees:**

- a) There are no fees to borrow equipment. Donations accepted.

Town Clerk/Treasurer's Annotation for official Policy Book

Date of Notice to Council Members January 14, 2025

Of Intent to Consider (7 days minimum): January 16, 2025

Date of Passage of Current Policy: January 24, 2025

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

June Harding

Town Clerk/Treasurer

January 24, 2025

Date

Town of Lockeport – Recreation Department

Equipment Loan Form

Borrower's name (individual or group): \_\_\_\_\_

Date of birth (if applicable): \_\_\_\_\_

Parent/guardian name (if applicable): \_\_\_\_\_

Contact person name: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Item	Description (include condition)	Quantity
Bicycle		
Tricycle		
Helmet		
Walking poles		
Tennis racquet		
Winter walking grippers		
Pickleball paddle		
Parasport wheelchair		

Note: the above list contains the most frequently borrowed items. Please feel free to ask about other equipment. With a little notice we will often be able to help.

Date borrowed: \_\_\_\_\_ Anticipated date of return: \_\_\_\_\_

Condition of equipment upon return: \_\_\_\_\_

Informed Consent: I am fully aware that there is risk of harm to self and others when using recreation equipment. I consent to fully assume all risk of loss or injury caused by or incidental to the use of the above equipment and hold harmless the Town of Lockeport from any and all liability.

Signature of borrower (or the signature of the borrower's parent or guardian for borrowers under the age of 18 years): \_\_\_\_\_

Date of signature: \_\_\_\_\_

By signing above, I attest to agree with the above Informed Consent statement above and warrant having read and agree to abide by the Equipment Loan Procedures as listed below.

**Equipment Loan Procedures:**

- a. Equipment will be loaned on a first come, first served basis. High demand may result in waiting time for loans.
- b. Equipment will be loaned for a maximum period of two weeks, depending on availability.
- c. The borrower must be a resident of or visitor to the Lockeport area.
- d. The equipment will be inspected for damage on the dates loaned and returned, to ensure it is in good working condition.
- e. The Equipment Loan Form must be completely filled out before equipment will be loaned.

**Borrower's responsibilities:**

- a. The borrower is responsible for the equipment and will make every effort to ensure the equipment is used and stored in a proper and safe manner.
- b. The borrower agrees to return the equipment in the same condition as when it was received, with the exception of normal wear and tear. This could involve cleaning the equipment and removing any dirt, sand, or mud, when necessary.
- c. The borrower will not alter the equipment or change the use for which it is intended.
- d. The borrower will not lend or allow third parties to use the equipment.
- e. The borrower agrees to return the equipment on the designated date on the loan form.
- f. The borrower will ensure that all the safety equipment provided is worn at all times while equipment is in use.
- g. The borrower is responsible to ensure that all equipment in their possession is not damaged. The borrower will be responsible for any damage to equipment, beyond normal wear and tear.