

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Buildings and Property
POLICY NO.:	3.8
SUBJECT:	RENTAL OF EQUIPMENT
ADOPTED:	April 27, 2005
REVISED:	September 12, 2007; May 14, 2008; March 25, 2009 February 11, 2015 (Resolution No. 2015-03-06)
ADMINISTERED BY:	Public Works Superintendent and Administration

Policy: The District may permit use of certain District-owned items by third parties pursuant to the procedure below.

Objective: To regulate public use of District-owned property.

Procedure:

1. The District will, subject to availability, and at the discretion of the applicable department head or the Chief Administrative Officer, rent to organizations or individuals the items listed in “Fees and Charges Bylaw No. 945, 2015,” as amended (the “bylaw”), and at the rates set out in the bylaw.
2. All bookings and payments will be handled by Municipal Office staff authorized to sign on behalf of the District.
3. The user must sign a rental agreement (sample agreement form is included as Schedule “B”) and pay all applicable fees before the items may be removed from District premises. The rental agreement will specify:
 - Name and contact information of the user
 - Items rented and quantity
 - Purpose of rental
 - Pickup date
 - Return dates
 - Fee amount and applicable taxes
 - Damage deposit amount
 - Condition of item(s)
4. A damage deposit/rental return deposit is required for all rentals *before* the items are picked up. Damage deposit amounts are set out in the bylaw.
 - Cheques or cash for deposits will be held in trust by Administration
 - A Purchase Order may be accepted for a damage deposit with pre-approval of the Director of Finance or the Chief Administrative Officer.

- Upon return of the items the Public Works Superintendent or office staff must check the condition of the equipment and verify that the same number of items have been returned as went out. Office staff must be notified of the return.
 - Only when it is established that the item is in satisfactory condition, the damage deposit PO/cheque will be destroyed or the cash/cheque returned to the user.
 - If items are returned in damaged condition, or are returned late, the District will apply the damage deposit towards repairing or replacing the damaged items, and/or late fees, and return the balance, if any, to the user. If the damage exceeds the amount of the deposit, the District will invoice the user for the difference.
5. On request, the District may waive rental fees for non-profit organizations only, at the discretion of the Chief Administrative Officer.
- The CAO will evaluate each request and may either waive or charge the associated fees
 - Completion of a rental form is required for all rentals whether or not a fee is required
 - Applicable late fees apply to all users
 - Applicable damage deposit is required for all rentals.*
6. The user is responsible for pickup of the equipment from its location and return of the equipment to the same location, during normal work hours. A user may request delivery and or pickup of items for an additional charge. Such delivery or pickup must be arranged by and approved at the discretion of the Public Works Superintendent. Delivery fees may be waived for non-profit groups at the discretion of the Public Works Superintendent.
7. Public Works staff will service and inspect Portable Toilets at the site of use and return them to the Public Works Yard.

* The 2-speaker PA system is jointly owned by the District of Fort St. James, the Fort St. James Chamber of Commerce and the Friends of Fort St. James National Historic Site. Fees and damage deposits are not required for these groups to use the 2-Speaker PA system only. Rental form is still required. If damage is recorded from these societies, they will be invoiced for the actual cost of repair.