

TOWN OF TWO HILLS



Policy Number: 2007-05
Date of Issue: July 09, 2007
Policy Subject: **EQUIPMENT RENTAL**

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the rental of equipment from the Town of Two Hills.

PROCEDURE:

Any persons requesting to rent a piece of equipment from the Town of Two Hills shall adhere to the following.

Rental Procedure:

1. Complete and sign a rental/equipment agreement with the Town of Two Hills as per Schedule "A".
2. Not remove the rented property from the corporate limits of the Town of Two Hills.
3. Be responsible for the cost of all damages and or loss of the equipment rented from the Town of Two Hills.
4. Is liable for any damages or costs associated with the use of the equipment.
5. Pay the rental fee as per the rates set by Town of Two Hills Council, plus a processing fee of \$15.00.

Equipment Rental Procedure:

1. Arrangements for equipment pickup are to be made with the Manager of Operations or his/her designate at least twenty-four (24) hours prior to pickup.
2. All rented equipment which is not picked up and returned during Public Works' regular business hours will be subject to a minimum one (1) hour labour in addition to the rental fee.
3. Arrangements for after hour pick up must be approved by the Manager of Operations and the renter shall be responsible for the payment of all overtime costs in addition to the rental fee.
4. Availability of the equipment is not guaranteed.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Schedule "A"



TOWN OF TWO HILLS

EQUIPMENT RENTAL AGREEMENT

The Town of Two Hills hereby agrees to rent _____

to _____ of _____
(LESSEE – name & mailing address) (street address)

for the sum of \$_____ with the provision that the Town has the authority to cancel this agreement at any time.

I, the above named lessee agree to rent and be responsible for the above named equipment knowing that I am responsible for claims or damages arising when traveling with or using the above equipment. The Town of Two Hills has the option of charging me for repair expenses which are deemed to be above and beyond normal wear and tear.

The Town of Two Hills does not guarantee availability of the equipment.

Lessee

Town of Two Hills Representative

The personal information is being collected in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information being collected will not be used for any other purpose nor will it be shared with any third parties without your written permission.

FOR OFFICE USE ONLY

PROCESSING FEE PAID: DATE: _____ RECEIPT #: _____

DATE RENTED: _____ TIME: _____ INITIALS: _____

DATE RETURNED: _____ TIME: _____ INITIALS: _____

DAMAGES NOTED: _____
