

Policy No. 2008-1c

Adopted: January 9, 2008

Revised: (A) July 14, 2010, (C) July 10, 2019

EQUIPMENT LOAN POLICY

Of

ANDERSON ISLAND HISTORICAL SOCIETY

The purpose of this policy is to define the conditions whereby AIHS equipment may be loaned or rented to others for uses that are not associated with AIHS normal operations.

1.0 General

1.1 Definitions

AIHS: The Anderson Island Historical Society

Historical Society: (HS) The Anderson Island Historical Society

Johnson Historical Farm (the farm): The entire facilities of the Historical Society.

Loan recipient: The person responsible for receipt and care of the loaned material or equipment.

Operations Director: The AIHS Board member responsible for maintaining and managing the farm facilities and equipment.

1.1 General usage

Although loaning or rental of Historical Society property, archives and materials is generally discouraged by the board, it is acknowledged that there are exceptions to this.

For the purposes of this policy only approved individuals and groups shall be allowed to borrow HS property and shall be totally liable for its care. Usage by anyone for purposes other than AIHS official events must be approved in advance by a Loan Coordinator and logged out and back in per **Appendix A**. The usage of HS buildings, grounds, documents and artifacts is covered by separate policy.

AIHS sponsored organizations, individuals and groups shall have preference for use of any facility, equipment or materials. Such use shall not normally override previously scheduled activities by other approved individuals, organizations or groups; however, special circumstances or emergencies may arise where it is necessary to do so. Reasonable efforts will be made to accommodate all requests that meet AIHS guidelines.

The AIHS reserves the right to deny use or loan of any or all of its facilities, documents, artifacts or equipment.

Responsibility

The president shall ensure the enforcement of this policy.

2.0 Rules for Loan of Equipment

2.1 On-site use at the Johnson Historical Farm

The temporary loan of select equipment for use on the premises of the Johnson farm may be made to approved individuals or organizations. Equipment subject to loan and any associated costs is listed in Section A-3. Any such loan must be approved by the Custodian or Operations Director. Any item loaned must be returned by the agreed time and date in the condition it was loaned. The cost of repair, replacement or restitution when materials cannot be restored, is the sole responsibility of the loan recipient.

2.2 Off-site loan of Equipment

The temporary loan of select equipment for transfer off of the Johnson farm premises may be made to approved individuals or organizations. Equipment

subject to loan and any associated costs is listed in Section A-3- Any such loan must be approved by the Custodian or Operations Director. Any item loaned must be returned by the agreed time and date in the condition it was loaned. The cost of repair, replacement or restitution when materials cannot be restored, is the sole responsibility of the loan recipient.

Adopted by the Board of Directors

 Date: July 10, 2019 ,

Robert Bedoll, President

Anderson Island Historical Society

Appendix A: Loan or use of HS equipment

Any item loaned, rented or allowed to be used must be returned by the agreed time and date in the condition it was received. The cost of repair, replacement or restitution when equipment cannot be restored, is the sole responsibility of the recipient.

Unless otherwise agreed on, the loan or rental period shall not exceed three days.

A-1: Equipment for Loan or rental

1.0 Tables and folding chairs may be loaned to other island organizations which have a reciprocal loan agreement with the HS.

2.0 With prior approval, HS members may be allowed to borrow small numbers of tables, chairs or other farm equipment for short periods with approval of the Operations Director.

3.0 Tables and folding chairs may also be rented to other individuals for private usage for a separate rental fee as shown in Appendix A, section A-3.

4.0 Padded chairs may not be loaned, rented or removed from the HS facilities for any purpose.

A-2: Recording of Loan or rental of Equipment

Tables and folding chairs can only be signed out by the Custodian or the Operations Director. The number of tables and chairs available for loan or rent will be determined by the custodian or the Operations Director. A sign-out sheet will be required to record the following information:

Name of borrower:

Address where the items will be used:

Telephone Number of borrower:

Date borrowed:

Expected return date:

Quantity, description and rental fee (if any) for items:

A-3: Rental Fees (Subject to change)

Only picnic tables, white folding tables and folding chairs shall be loaned or rented. Other furnishings are only available for use at the farm.

1.0-Island organizations with a reciprocal loan agreement: No Charge.

2.0-AIHS Members with prior approval: No Charge

3.0-Other individuals, groups or organizations:

Folding Chair: \$4 donation per chair (maximum of 70 chairs)

Picnic Table: \$8 donation per table

White Folding Table: