



Policies and Procedures for Equipment Loans

The following policies and procedures are applicable for persons wishing to borrow any piece of equipment within Lifetime Networks' inventory.

CONDITIONS FOR BORROWING

No one will be permitted to borrow equipment without going through this process:

- Orientation Session: Complete an initial orientation of the piece with a staff member who is familiar with the equipment. This may be done at time of pickup, with prior arrangement.
- Equipment Waiver: Completed in full, signed, dated, and witnessed the Equipment Loan Agreement Forms.
- Details of Use: Given Lifetime Networks notification of dates, use of piece, location of storage. Equipment should not be used for reasons outside of these intended uses.
- Picture ID: Provided a copy of driver's license or other picture ID, with current address.
- Return Inspection: Returned the piece in its original state, with all components intact, clean, and dry.

LOAN FEES

Equipment may be borrowed by the day or by the week. Loan fees are by donation. The fees help to offset the costs of staffing and ongoing maintenance and repairs.

DAMAGE DEPOSIT

A damage deposit of \$100 is required prior to use. Cheques must be made out to Lifetime Networks. As per banking regulations, cheques are valid for six months. Deposits will be returned or destroyed upon a satisfactory return inspection.

BOOKINGS

Equipment must be booked a minimum of 24 hours in advance. Lifetime Networks staff reserves the right to determine if the equipment is available for each request. Availability of staff to assist, and prior history of not following equipment loan policies are examples of why equipment may not be made available.

Please contact Tasia by calling 250-477-4112 or emailing Tasia@LNV.ca for bookings and info.



SAFETY

All users must adhere to each piece's individual safety guidelines. Wearing a helmet at all times while riding a bicycle is a municipal by-law. It is expected that all users will follow this safety requirement. Lifetime Networks has a limited amount of helmets available as part of the Equipment Loan Service.

PICK UP AND RETURN OF EQUIPMENT

Equipment must be picked up and returned during office hours: Monday to Friday, 9 – 4. If for some unforeseen reason you are unable to return the equipment at the arranged time, you must contact the office to notify and arrange a new drop off time. Please be aware that someone else may have the equipment booked, and you may not be able to extend the loan period.

RETURN CONDITION

All equipment must be returned clean, dry, all pieces present and intact, and undamaged. Staff will perform a return inspection at time of drop off to ensure cleanliness and serviceability. Dirty or wet equipment will not be accepted.

Lifetime Networks staff will further sanitize the equipment between each rental.