

Loaning Equipment Policy

This policy has been devised by Aghalee Village Hall after in-depth discussion with the Insurance Company and advice from them

Who may borrow equipment?

Members of the committee may borrow for their own use only; item(s) borrowed may not be given to or 'loaned on' to any other party for any reason. Paperwork should be devised and the person borrowing must sign documentation to agree to be responsible for replacement of any broken item.

What equipment may be loaned?

Any equipment owned by Aghalee Village Hall EXCEPT electronic equipment, AND EXCEPT equipment owned by AVH, purchased under grant conditions **specifically for the use of a user group**. These two types of equipment should not leave the premises. The only exceptions to this are electronic equipment itemised in the Insurance Policy for use by all 'off site', such as:- digital camera, camcorder, laptop.

Equipment may only be loaned after formal application to the committee and providing the equipment requested is not booked for alternative use within a week of the request. The committee will consider requests at the regular meetings or if otherwise unavoidable, by telephone request to the Secretary who will discuss with committee Officers, who will consider the request. Committee decision is final.

Unfortunately, due to Insurance considerations equipment may not be loaned to any other person or any other group/club and only the equipment listed above may be loaned.

If equipment or conditions of loan are abused in any way, the committee member responsible is open to the disciplinary measures as laid down in the Disciplinary policy.

The Committee reserves the right to make changes to this policy as it wishes.