

---

## ATTACHMENT F

---



### ADMINISTRATIVE POLICY

<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	
<b>Policy Number:</b>	ADM-115	<b>Amendment Date/s:</b>	
<b>Title:</b>	Equipment Rentals and Service Levels	<b>Repeal Date:</b>	
<b>Department:</b>	Facilities & Parks Operations	<b>Approved by:</b>	Jake Rudolph, CAO

#### **PURPOSE:**

The purpose of this policy is to outline the protocol regarding equipment rentals and service levels at Parks, Recreation & Culture facilities.

#### **SCOPE:**

This policy covers equipment rentals and service levels at all Parks, Recreation and Culture facilities.

#### **POLICY:**

##### Equipment:

1. The City maintains a basic equipment inventory at each facility appropriate for, and included with, in-house facility use. If in-house users require equipment outside the basic inventory this equipment will be made available, if possible, at an additional fee.
2. Equipment rental fees will be set per day of use and will cover replacement of the item based on a calculation of estimated use and expected lifespan.
3. Rental of facility equipment to outside users is not available. Exceptions may be made at the discretion of the General Manager of Parks, Recreation & Culture. Where the General Manager approves exceptions, rental fees will apply. Delivery/return of equipment is not included with outside user equipment rental.
4. Those using equipment must return it in the condition it was received and accept responsibility for repair or replacement costs of equipment damaged or lost.

##### Service:

1. The City maintains a basic level of service at each facility appropriate for, and included with in-house facility use. If in-house users require an increased level of service over and above the basic service, it will be made available, if possible, at an additional fee.
2. An increased level of service may also be available to outside users if possible, at an additional fee.

3. Cost for increased level of service will be made available at staffing costs (wage and overhead) plus 15% administration, or contractor cost plus 15% administration.

**PROCESS:**

N/A

**RELATED DOCUMENTS:**

N/A

**REPEAL or AMENDMENT:**

N/A