

SUBJECT	ISSUED BY	EFFECTIVE DATE
EQUIPMENT RENTAL POLICY	CITY COUNCIL	NOVEMBER 3, 2014

**POLICY STATEMENT:**

This policy is to help guide City staff and the general public regarding the availability and rental of city owned equipment.

**PROCEDURE:**

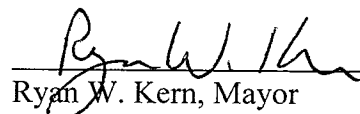
The following rules and procedures shall be used by staff when responding to requests for rental of equipment owned and maintained by the City.

***Requests for Equipment Rental***

City-owned equipment may be rented by interested persons. To rent city-owned equipment, the policies must be followed:

1. Persons interested in renting city-owned equipment must complete an Equipment Rental Request Form and Equipment Rental Agreement form and submit it to the City Administrator for approval.
2. No equipment will be rented out without a city employee to operate the equipment.
3. Charges for equipment rental and labor for city employee to operate said equipment shall be set by the fee schedule as adopted by resolution.
4. Any person wishing to rent city-owned equipment must provide proof of liability insurance along with the request for rental.
5. Equipment will be rented on a first-come, first-serve basis. An Equipment Rental Request form and Equipment Rental Agreement form must be completed and approved by the City Administrator prior to a reservation being confirmed.
6. The party renting the equipment must abide by the terms and conditions of the rental agreement. Failure by the party renting the equipment to abide by the terms and conditions of the rental agreement may lead to a refusal by the City to rent to the individual or group in the future, forfeiture of the deposit (if any), and billing for any damages or inconveniences experienced by the City.
7. The City reserves the right to cancel any reservation deemed necessary.
8. Official city business always takes precedence when scheduling equipment. Reservations may be canceled by the City Administrator and/or City Council to allow for official city business.
9. Equipment rental fees and employee labor costs shall be paid within ten days of invoicing. Failure to pay invoice may result in denial of any future requests, in addition to standard collection procedures.

Approved By: \_\_\_\_\_

  
Ryan W. Kern, Mayor