

Neighbourhood Recreation Experiences Equipment Loaning Policy

A. General

a. Purpose

The City of Edmonton's Neighbourhood Recreation Experiences lends program equipment primarily to not-for-profit groups offering local, neighbourhood recreation programs and events. Equipment is also offered to groups that are using the equipment to promote active living to citizens of Edmonton, and groups that are offering events or activities that are offered at free or low cost to citizens of Edmonton.

b. Eligibility

Groups permitted to borrow equipment are:

- Community Leagues or
- Internal stakeholders or
- Non for profit groups

The following are not permitted to borrow equipment:

- Private Citizens (eg. Birthday parties, family reunions)
- For profit business (eg. Daycares, camps)
 - Possible exemptions might be a for profit group hosting a free public event
- Groups that are not in good standing (eg. unpaid late fees, equipment coming back not in good condition)

B. Booking Equipment

a. Submitting a request

Submitting a request must be done online using the [Central Equipment Request Form](#). Requests can be made as early as three months in advance and up to two weeks prior to the requested dates. If the request is made less than two weeks before the required dates then it must be made via email (recreationequipmentrental@edmonton.ca) and requests will be considered on a case by case basis. Late requests, if accommodated, may result in extra charges (see “b.” pg 2)

b. Booking Periods

The City of Edmonton offers two booking periods for equipment. Friday-Monday and Tuesday-Thursday. Equipment may be borrowed for more than one booking period at a time, however, this will result in an increase in fees (see “a.” pg 2)

c. Confirmation

After completing the online form an email will be sent to the address provided confirming the equipment and requesting a time for pick up. Groups must confirm the equipment and select an equipment pick up time between 9AM and 4PM.

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C. Equipment Loaning Fees

a. Basic Equipment Loaning Fees

Each booking period (Friday-Monday or Tuesday-Thursday) is \$10.50 for up to five pieces of equipment. Each additional piece of equipment per booking period is an additional \$5.25. These prices are including GST. When extending a booking you are charged the full amount for each additional booking period. Starting May 1, 2019 the fee will increase to \$15.75 for up to five pieces of equipment. The fee for additional pieces will remain the same.

b. Late Request Fees

As was mentioned above late requests are requests made less than two weeks prior to the booking period and are considered on a case by case basis. If a late request is approved there is an additional \$10.50 (including GST) added to the basic rental fee making the minimum total \$21.00.

c. Lost, Damaged, or Soiled Equipment

The City recognizes that events, at times, can be chaotic therefore if equipment is lost there will be a two week grace period to allow time to look for the missing items. After two weeks groups will be charged the full cost of the missing item.

If the item is damaged but can be repaired the group will be charged the full cost of repairs. If the item is damaged beyond repair the group will be charged the full cost of the item. If the damage is visibly caused by wear and tear, for example, a bean bag breaking open there will be no charge as long as the wear and tear is not excessive.

The City of Edmonton will assume responsibility for purchasing the replacement of the damaged or missing item as the City has contracts with various vendors and this will determine the cost of the replacement item(s).

If equipment is returned in poor condition, for example muddy, wet, or smelly, there will be a cleaning fee. The cleaning fee is \$22/hour and if extensive cleaning is required groups may be charged for more than one hour of cleaning. It is recommended that groups plan a time to inspect equipment prior to returning it to ensure it is in the same condition as

d. Late Return

Equipment must be returned by 4:00 PM on the agreed upon return date. Equipment not returned on time will result in a late fee of \$50.00 (plus GST).

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e. Changes and Cancellation

All changes and cancellations must be made 48 hours prior to the agreed upon pick up date. Any changes or cancellations after this time will result in a charge for the full amount of the equipment request.

D. Payment

a. Basic Payment Information

Payment can be accepted upon pick up and can be in the form of credit, debit, cash, or cheque. It is also possible to be invoiced for your rental which would be received via mail.

b. Group Information

When picking up equipment the receipt can be made out to a personal or an organization's account, however, a contact person's name is required. If under an organization's account please know the billing address of the organization including the postal code.