

<p>MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 POLICY AND PROCEDURES MANUAL</p> <p>AGRICULTURAL EQUIPMENT RENTAL POLICY</p>	<p>Function: Policy No. Effective Date: Supercedes: Amends:</p>	<p>Agriculture Services ASB.08a August 10, 2009 April 4, 2002</p>
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Policy Statement

The Municipal District of Spirit River No. 133 shall provide and maintain rental equipment deemed necessary to assist in the development of the agriculture industry within the Municipality.

Procedure

1. Equipment shall be rented to people on a first come first serve basis.
2. A list will be kept of all bookings including the date first requested, length of time required, name and phone number.
3. People wanting to rent equipment will be phoned when equipment becomes available. If they are not prepared to use the equipment when phoned, their name goes to next on the list.
4. Renters will provide the personnel and equipment required to haul equipment.
5. Renters must sign rental agreement forms and leave damage deposits before picking up equipment.
6. Renter will pick up and return equipment during business hours.
7. Equipment shall be cleaned and or flushed prior to being returned to the designated location in the Municipal District of Spirit River No. 133 Public Works yard or Agricultural Service Board shop and yard.
8. All rental equipment shall be inspected prior to being rented out again to ensure good maintenance.
9. Damage shall be noted on the rental form at the time of return.
10. Damage shall be assessed whether due to normal wear or negligence. Damage due to negligence shall be charged to the renter.
11. The maximum time rental equipment will be let out is five days unless otherwise approved by the Agricultural Fieldman.
12. Rental equipment is not to be used for custom operations; anyone found doing so would be charged the current industrial lease rate for that type of equipment.