



## LOAN AND FEE POLICIES AND PROCEDURES

**EQUIPMENT POLICY:** Adaptive sports equipment is maintained by CHD for the benefit of program participants. Materials are not to be loaned to organizations. Equipment use is prioritized in the following order:

1. Use in CHD program scheduled events and activities
2. Loan for individual members on a first come basis. If the equipment is requested by another individual member, the loan period is limited to four weeks.
3. Loan for individual non-member providing a member has not reserved the equipment. The loan is limited to four weeks, but may be renewed if the individual becomes a member.

**FEE POLICY:** The DR program charges fees for the loan of equipment to help defray the costs of maintenance and storage.

### Standard fees are:

	<b>Member</b>	<b>Non-member</b>
	(1 <sup>st</sup> day free)	
Chairs, bikes, skis, other riding equipment*:	\$5/day	\$10/day
	\$25/week	\$ 50/week
	\$100/season	\$200/season
Javelin, shotput, balls, sticks, etc:	\$1/day	\$2/day

\*Equipment valued over \$200 may be borrowed for personal use of a member or non-member for up to 4 weeks at a time. No more than 2 (1 for non-members) items (or set of items) per member may be borrowed at a time. A copy of the member's picture ID (valid driver's license, school identification), a signed charge card slip, and a signed equipment loan agreement will be required. The replacement cost of lost or damaged equipment due to negligence will be assessed to the member. Normal wear and tear is excepted. (Agreement attached).

Fees may be waived or reduced for clients who do not have the financial resources to pay. Repair and replacement costs for damaged or lost equipment are not waived.

The membership fee is designed to provide fund equipment purchases, maintenance, and administration of the program. **The individual membership fee is \$25, payable annually.** This fee may be reduced or waived upon evidence of financial hardship, determined by the program director.

Gifts in kind (equipment) that the program coordinator determines to have material value to the program may be accepted in lieu of cash payment for membership and loan fees. Any residual value (in excess of the fee) is considered a donation, and must



be reported to the finance office as such. The donor is entitled to a receipt for the tax value of such a donation, and a letter if it is in excess of \$250.

All program fees must be logged as receipts in the program books.

**EDUCATIONAL MATERIALS POLICY:** The Disability Resources Program will maintain a library of written and audiovisual material for the use of program members and for use in community presentations and education efforts by program staff.

**FACT SHEETS, BROCHURES AND ARTICLES** will be given or lent to members when requested. A member requesting materials requiring copying for distribution will be assessed a per page copy fee of 0.10 if over 5 pages.

**BOOKS** may be borrowed from the library for personal use of a member for up to 6 weeks. No more than 4 books may be borrowed at a time. A copy of the member's picture ID (valid driver's license, school identification) and a signed book loan agreement will be required. The replacement cost of lost or damaged books will be assessed to the member. (Agreement attached).

**AUDIO/VIDEO TAPES AND CDs** may be borrowed from the library for personal use of a member for up to 4 weeks. No more than 2 AV materials may be borrowed at a time. A copy of the member's picture ID (valid driver's license, school identification), a signed charge card slip, and a signed AV loan agreement will be required. The replacement cost of lost or damaged books will be assessed to the member. (Agreement attached).



BOOK LOAN

I am borrowing the following books from the Disability Resources Program Lending Library:

Four horizontal lines for listing borrowed books.

The books are due back to the Library by 4PM on \_\_\_\_\_ (date)

I agree to pay a late fee of \$0.10 per book for every day it is late. I agree to pay for the replacement of any book that is lost or damaged.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Attach copy of ID

Staff Initial \_\_\_\_\_



AUDIO VISUAL MATERIAL LOAN

I am borrowing the following Audio Visual Material from the Disability Resources Program Lending Library:

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The Materials are due back to the Library by 4PM on \_\_\_\_\_(date)

I agree to pay a late fee of \$1.00 per item for every day it is late. I agree to pay for the replacement of any item that is lost or damaged. (A/V materials range from \$10 to \$400).

\_\_\_\_\_  
Name Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address Phone \_\_\_\_\_

\_\_\_\_\_  
City State Zip Email \_\_\_\_\_

Attach credit card slip.

Staff Initials \_\_\_\_\_



ADAPTIVE SPORTS EQUIPMENT LOAN

I am borrowing the following equipment from the Disability Resources Program:

Item \_\_\_\_\_ Inventory # \_\_\_\_\_

Item \_\_\_\_\_ Inventory # \_\_\_\_\_

The equipment is due back to the Program by 4PM on \_\_\_\_\_ (date)

I have inspected the equipment and found no damage except \_\_\_\_\_.

I have been oriented to the equipment and its safe use.

I agree to pay a late fee of \$2.00 per item for every day it is late. I agree to pay for the replacement or repair of any item that is lost or damaged due to negligence.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address Phone

\_\_\_\_\_  
City State Zip Email

Attach copy of ID and signed credit card slip.

Staff Initials \_\_\_\_\_