

Process for Borrowing or Renting WRRR Equipment

Inquire with the Program Director or Equipment Director for equipment availability. Borrower should make request at least 1 week in advance of intended loan/rental so the director has time to secure board notification. (Program Director is responsible for knowing/understanding the requirements of any given program at any given time; Equipment Director is responsible for understanding the status (e.g. rowability) of any given piece of equipment)

Jointly, the Program Director and Equipment Director will determine if equipment availability meets requested requirements. They will also determine if the borrower meets criteria for loaning or renting (e.g. are they over 18, do they have rowing experience or equipment handling experience, do we have an understanding of the crew that will be using the equipment, etc). If yes...

Program Director will notify Board via email of intended rental/loan. Board member in charge of program (to which equipment belongs) or designee must approve the loan/rental in written response to both the Program Director and Equipment Director.

Upon approval, the Program Director or Equipment Director will make arrangements for check-out/check in of the equipment. During the check out, the boat must be inspected and any damage reported on the Loan/Rental Agreement. At this time, the Borrower must sign the form, along with Program Director or other WRRR designee (board member in charge of program or their designee).

Upon returning the equipment, Borrower should notify the Club/Equipment Director to make arrangements to inspect the returned equipment as soon as possible, at which point the Equipment waiver can be signed off and finalized.

Completed waivers should be scanned and sent to WRRR Treasurer.