



Trailrider Loan Procedures Recreation & Culture Department

The following procedures are applicable for persons wishing to borrow the TrailRider.

1. Loan Fees

A nominal fee of \$10 per loan (up to one week) is required prior to equipment use. This fee covers administration and maintenance costs. If the borrower requests the equipment for a longer period, another \$10 per week is charged (providing that the TrailRider is not previously booked).

2. Damage Deposit

A damage deposit of \$100 (cash, cheque or VISA/MC imprint) is required prior to use. Cheques and VISA imprints are not processed, but are held until the equipment is returned. Upon the return of equipment, a staff person thoroughly inspects the equipment's condition. If no damage is noted, cheques/imprints are destroyed or cash is returned.

3. Conditions for Borrowing

No one will be permitted to borrow the TrailRider unless they have:

- a) Completed the orientation for the use of the TrailRider with a Parks, Recreation and Culture staff person.
- b) Fully completed, signed, dated and had witnessed the EQUIPMENT RENTAL WAIVER and RENTAL INFORMATION FORM.
- c) Given written notification of route, date(s) and time(s) of trip. Equipment cannot be used outside of these parameters without notification to City of Campbell River Recreation and Culture Department.
- d) Provided to the City of Campbell River Recreation and Culture Department a photocopy of their Driver's Licence or other Picture ID (e.g. BC ID card) with their current address as identification.

4. Bookings & Pick Up of Equipment

All bookings are recorded and must be booked a minimum of 24 hours in advance. Availability of staff to do the orientation may determine whether or not the equipment is available in 24 hours. Pick up and drop off times are Mon-Fri 8:30 – 4:30pm, unless prior arrangements have been made.