

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: LOANING OF PUBLIC WORKS ASSETS

PURPOSE: To provide a consistent policy to effectively manage and control the loaning of City-owned snow fencing, bleachers and barricades to non-profit groups, clubs or organizations for short term use.

AUTHORITY: Council Resolution # 97-16-14 dated August 11, 1997

LOANING OF PUBLIC WORKS ASSETS POLICY

Policy Statement

The City of Whitehorse receives numerous requests from various groups for the use of its supply of traffic barricades, snow fencing and portable bleachers. It is the intention of this policy to provide guidelines which will allow for the loaning of this equipment on a consistent and equitable basis, and provide the City with protection for the assets.

Guidelines

1. All clubs, groups or organizations wishing to borrow any of the mentioned items, shall fill out a form indicating:
 - contact person and telephone number;
 - amount of each type of item borrowed;
 - date required;
 - date use of item completed;
 - location/type of use;
 - delivery/pick up requested (requires minimum 5 working days notice).

The forms shall be signed by the Public Works Clerk and a representative of the club, group or organization with the authority to sign on behalf of that group or organization.

2. The City has a limited amount of the various types of items to loan and as such, items will be loaned out on a "first come, first service" basis.
3. At no time will the various types of items be loaned to private commercial enterprise.

4. All clubs, groups or organizations wishing to borrow any of these items shall be required to pay a refundable deposit.

The cost of such deposit shall be as follows:

- (1) barricades: \$ 20.00 for each individual complete barricade.
 - (2) snow fencing: \$ 25.00 for each individual roll of snow fencing. Each roll is approximately 50 linear feet. This would also include the posts, as available.
 - (3) Portable bleachers: \$100.00 for each individual section of bleacher.
5. All deposits shall be refunded upon return of the item(s) borrowed and verification by the Public Works Clerk that items have not been damaged or vandalized.
 6. Should the club, group or organization wish to have the City deliver and pick up the items, there shall be a non-refundable charge as follows:
 - (1) barricades: \$ 40.00
 - (2) snow fencing: \$ 40.00
 - (3) bleachers: \$ 200.00
 7. It will be the responsibility of the borrower to ensure items are ready for pick up.
 8. The City reserves the right to pick up the item(s) at anytime during the borrow period to deal with emergency situations.

