

Ashby u3a. Use of loaned or borrowed equipment

Equipment owned by Ashby u3a

Any equipment owned by Ashby u3a which a Group may wish to use temporarily must be requested from its keeper in advance by the Group wishing to use it and signed out to that Group's Leader or their deputy stating how long it is wanted for. It should be returned to its keeper as soon as possible afterwards so that others can use it. This would apply to items such as projectors, screens, stands etc.

Equipment owned by a u3a member

If any equipment is borrowed or loaned from a member for longer than one meeting, the Group Leader or their deputy should ideally sign a note handed to the owner stating what has been borrowed and how long it will be used for. The Leader should also keep a copy of the note in case of any dispute or insurance claim arising.

Equipment owned by another organisation

Any equipment owned by another organisation such as a venue or meeting room must not be taken from that premises without the express written consent of the owner.

Hire of Equipment

If a Group wishes to hire any equipment, the Group Leader should make a request to the Committee for approval first. In most cases the cost of hiring would be borne by the Group unless a case can be made for Ashby u3a to cover all or part of that cost.

Care of Equipment

It goes without saying that all borrowed, loaned or hired equipment should be treated with care and only used by members who know how to use it. Any damage to or loss of any borrowed or loaned equipment should be notified to the owner as soon as possible but at least on its return. The Interest Groups Co-ordinator must also be informed so that an insurance claim can be dealt with.

Insurance

All equipment whether owned by Ashby u3a or a third party is covered by a u3a all-risks insurance. If any item is damaged, lost or stolen whilst in our possession a claim can be made for its repair or replacement although there may be an excess charge payable. That cost will be borne **by Ashby u3a ???**

Insurance of hired equipment would be covered by the hire agreement and not covered by our insurance.

This policy was implemented on 10th January 2023

Next review date 10th January 2025