

**Policy.** Tamiami Amateur Radio Club (TARC) board of directors (BOD) has decided to make club equipment and supplies available for personal use, by club members “in good standing” as defined below and subject to the terms and conditions stated in this Policy and Procedure document.

**Member in Good Standing.** Members who have paid their current year annual dues and who have participated in two or more club events or activities in the previous 12 months are considered “members in good standing”. BOD may take exceptional circumstances into account in making this determination.

**Supplies.** Consumable items borrowed from TARC shall be replaced by the borrower either in kind or by cash contribution made to the club.

**Equipment.** The BOD shall make available to the club membership a list of equipment that is available for loan to members. Such list to be published in the club’s newsletter, *The Communicator*, and on the club’s website. Club use of equipment for field days, events, etc. shall have priority over any equipment loan.

**Term.** Equipment borrowed from the club shall be returned within 7 calendar days of such loan. A loan may be extended for one, additional, consecutive 7-day period upon request of the borrower. Longer-term loans must be approved by the BOD.

**Loss or Damage.** It shall be the responsibility of the equipment borrower to pay for any repair or replacement costs that may occur during the time the equipment is in the borrower’s possession. In the event of theft of loaned club property, the borrower is responsible for filing a police report for the theft and delivering a copy of that report to the TARC treasurer.

## **Procedure.**

**A)** Members desiring to borrow club equipment shall submit an email request to: [quartermaster@tamiamiarc.org](mailto:quartermaster@tamiamiarc.org). The request must contain:

- Description of item to be borrowed.
- Purpose for which it will be used.
- Location at which equipment will be kept.
- When will it be needed?
- Duration of loan. Default duration is 7 days, maximum is 14 days.

**B)** For members in good standing and requesting 7-day loans, the Quartermaster may approve loan requests. Requests with special conditions or those extending beyond 14 days must receive the approval of a majority of board members before being approved.

**C)** Borrower to arrange mutually agreeable date, time, and place with the custodial club member to receive loan of the equipment from Quartermaster.

**D)** Borrower is responsible for returning equipment in clean and usable condition at the end of the loan period by arranging a mutually agreeable date, time, and place for the return with Quartermaster.

**E)** Quartermaster shall immediately report late, lost, or damaged equipment to BOD.