

USE OF TOWN EQUIPMENT REQUEST FORM

Lake Placid Town Council on December 12, 2016, passed the following policy on all uses of Town owned equipment. Town equipment consists of all tools, machines, vehicles, vehicle parts, town owned software's and other tangible properties. Examples of this include but are not limited to motorized vehicles, lawnmowers, weed eaters, trash cans, chain saws, sidewalk grinders, and hand tools. Town equipment shall be respected at all times and shall be maintained in accordance with manufacturer's specifications of same. Town equipment shall be used only for Town related purposes.

No employee shall procure any town owned equipment for use other than use for Town purposes unless such use has been pre-approved in advance, in writing, by email or other process, by the Mayor or Town Administrator. An equipment use form shall be filed on all non-town uses of equipment.

Employee's shall follow procedures established by department heads for all fuel acquisitions. In no case, shall an employee use Town fuel for personal use except where specifically established procedures allowing use of town owned vehicles for specific purposes such as transportation to employee gym participation. Employee's witnessing any employee using Town equipment for personal use or removing equipment from any town facility shall report same to the Department Head or Town Administrator within 48 hours of the witnessed removal. END ADAPTED POLICY

In order for consideration to be given for any person or entity to use town equipment this form must be completed.

The person or entity receiving the equipment agrees that: 1) only the specific persons named herein will use the equipment, 2) that equipment shall only be used for the purpose stated below, 3) that persons using the equipment shall be qualified to use same, 4) that in no case shall the town be held liable for any injuries or property damages that occur while the person or entity is using town equipment, 5) that the equipment will be returned in the same condition as was received, 6) the person or entity using the equipment will be financially responsible for all repairs to the equipment in the event of any damages

DATE OF REQUEST _____ EQUIPMENT REQUESTED _____

PERSON OR ENTITY REQUESTING EQUIPMENT _____

DATES EQUIP REQUESTED _____

CONTACT INFO (ADDRESS,PHONE, EMAIL) _____

PERSONS WHO WILL USE EQUIPMENT _____

WHERE EQUIPMENT WILL BE USED _____

PURPOSE EQUIPMENT WILL BE USED FOR _____

SIGNATURES OF PERSON REQUESTING EQUIPMENT, PERSON REPRESENTING ENTITY AND ALL PERSONS WILL BE USING THE EQUIPMENT (PRINT NAME THEN SIGN)

APPROVED _____ DATE _____ EMAIL COMPLETED FORM TO lakeplacidinfo@gmail.com