

<b>THE TOWN OF PLYMPTON-WYOMING</b>			
Subject:	<b>Outdoor Movie Projector &amp; Screen Rental Policy</b>	<b>Section A</b>	<b>Policy #71</b>
Effective Date:	May 1 <sup>st</sup> 2024	Approved By: Council	
Revision Date:	Newly Created		

**PURPOSE:**

The Town of Plympton-Wyoming (“the Town”) is home to a variety of community groups and organizations who plan and host numerous fundraising events and make valuable contributions throughout the Town each year. Allowing these local non-profit groups to borrow the Town’s Outdoor Movie Projector & Screen will help to enhance their community events.

**SCOPE:**

This policy identifies the appropriate circumstances under which the Outdoor Movie Projector and Screen equipment may be rented and outlines the responsibilities of organizations who rent the equipment.

**DEFINITIONS:**

“**Equipment**” means all of the equipment needed to operate the Outdoor Movie Projector and Screen.

“**Organization**” means a Plympton-Wyoming locally based not for profit organization.

“**Renter**” means the representative from a local not for profit organization that is renting, picking up and returning the equipment.

**POLICY:**

The primary purpose of Town’s Outdoor Projector and Screen equipment is to enhance Town and Town-related programs, meetings, and events.

Subject to the Town’s needs, the equipment may be loaned to local non-profit organizations, when available. Organizations must provide valid identification with a current address and pay the damage deposit prior to rental.

Use of the equipment by a group or organization does not constitute an endorsement by the Town of the group’s policies or beliefs. The Town will not knowingly permit any individual or group to use its equipment in contravention of the Criminal Code of Canada.

**PRIORITY OF USE:**

The availability of the equipment for purposes other than Town use is on a first-come, first-served basis. The following order of priority will be used for rental requests:

1. Town run programs, meetings and events
2. Local non-profit community / educational groups who are not charging admission
3. Local non-profit community / educational groups who are charging admission

**DAMAGE DEPOSIT:**

A damage deposit of \$500 will be collected at the time of rental. The deposit will be refunded when the equipment is returned in proper working order.

**RESPONSIBILITIES:**

Organizations renting the equipment assume all responsibility for any damages to the borrowed property caused by, or resulting from, their use of the equipment. The borrower is responsible for checking that all parts and equipment are in good working condition and that there are no missing pieces before leaving the Town. Transferring the equipment to another user is not allowed. The equipment shall be left in working and orderly condition. The borrower must notify Town staff on returning the equipment of any broken or faulty components. Should the equipment be returned damaged or unusable the renter will be charged the full costs for repairs or replacement. Equipment must be returned directly to Town staff.

Equipment in excess of 30 days overdue will be considered lost. Renter will be billed for replacement cost.

Equipment rental reservations are accepted from individuals on behalf of an organization and the Town accepts no responsibility if that individual is not authorized. Equipment rentals require the signing of an agreement. By signing this contract, an individual renting equipment on behalf of an organization warrants that he/she has the authority to represent the organization.

Failure to follow this policy will result in the cancellation of future equipment rental privileges, after one written warning, at the discretion of the CAO or designate.

Representatives from an organization that are borrowing the equipment are required to be trained on the set-up, use and tear-down of the equipment. The trained representative must be on site during the event to ensure that set-up, use, and tear-down have been completed safely.

All organizations that present commercially available movies in a public performance environment are responsible to obtain a licence from the appropriate rights representative. This applies even if presentations are free of charge, for non-profit reasons or if copies are obtained from personal collections, retail stores or online retailers.