

**POLICY FOR MUHLENBERG TOWNSHIP
PARKS & RECREATION DEPARTMENT**

EQUIPMENT LOAN SERVICE

1. Requests for this service must be made a minimum of two (2) weeks in advance by contacting the Parks & Recreation Office.

A limited amount of equipment is available which will be distributed on a first come – first served basis.

2. The amount in parentheses behind each item on the opposite page represents replacement cost of equipment.

The following deposit and user fee must be submitted to the Office prior to or at the time of pick up:

<u>Deposit</u>	<u>User Fee</u>	
	Resident	Non-Resident
\$35.00	\$15.00	\$20.00

The user fee shall be included in the initial deposit and the remaining amount shall be refunded upon satisfactory return of the equipment.

3. Fees indicated are for one day's loan. Failure to return equipment the next working day will result in a separate user fee charged for each day late.
4. The Township shall be reimbursed the specified replacement cost for all equipment missing or returned in an unsatisfactory condition.
5. Kits will be available for pick-up and return upon approval between 9:00 a.m. and 4:30 p.m. Monday through Friday (excluding holidays).

MUHLENBERG TOWNSHIP PARKS & RECREATION DEPARTMENT

EQUIPMENT LOAN SERVICE

Individual Name _____ Phone (home) _____

Group Name (if applicable) _____ Phone (work) _____

Address _____

Pick-Up Date _____ Return Date _____

Equipment Request (circle all that apply)

Softball Bat (\$25)	Playground Ball (\$5)	Horseshoes (\$40/set)
Softball (\$5)	Volleyball (\$15)	Bocce (\$80/set)
Whiffleball Bat (\$2.50)	Volleyball – <i>Net Only</i> (\$25)	Equipment Bag (\$30)
Whiffleball (\$0.50)	- <i>Net & Posts</i> (\$150)	Disc Golf Frisbee Set(\$30)
Baseball Bat (\$25)	Frisbee (\$4)	Pickleball Equipment (\$20)
Baseball (\$5)	Badminton Racket (\$20/set)	Other:
Bases (\$30/set)	Badminton Net (\$25)	_____
Basketball (\$25)	Shuttlecock (\$0.75)	_____
Football (\$15)	Quoits (\$40/set)	Key (\$25 each)

*Amounts in parenthesis are replacement costs only if the item is not returned.

Deposit Fee: \$35.00 Fee Returned: \$20.00 (Resident) \$15.00 (Non-resident)

Condition of Equipment: Satisfactory Unsatisfactory

Items lost or damaged: _____

_____ Amount Charged: \$ _____

Date Equipment Returned ___/___/___ Signature of Borrower _____