

Borrowing Equipment from Reading Male Voice Choir - Terms and Conditions

General

RMVC equipment is primarily for the use of the choir and may only be loaned when it is not needed for RMVC purposes. Equipment will only be loaned to individuals or organisation which have a direct connection to RMVC.

Equipment must be collected and returned by the borrower at a time agreed with the RMVC Chairman or Secretary from our storage facility or in the case of our keyboard agreed with our Musical Director and returned to the same facility afterwards. Transportation is organised and paid for by the borrower.

Authority to borrow equipment must be approved by both the Chairman and Secretary and in the case of our keyboard the Musical Director as well.

Use and Care of the Equipment

The borrower may only use the equipment for the normal purpose for which it is intended and must be used in accordance with any and all operation and safety instructions.

Documentation for each item of equipment is available.

The borrower is responsible for carrying out risk assessments on the use of the equipment and must ensure that training is provided to anyone that will erect or use the equipment.

The borrower may not make any alterations or adjustments to the equipment beyond those that are already possible within the range of adjustments specific to a given item.

The borrower may only affix or connect other items to the equipment where this does not exceed the design limitations of the equipment and is not likely to damage it in any way.

The borrower shall at all times treat the Equipment with proper care and shall ensure that it is kept clean.

Maintenance

The borrower shall not attempt to make any repairs to the equipment without the consent of RMVC. The cost of such repairs shall be borne by the person or organisation responsible for the damage.

RMVC maintain their equipment to the standards specified by the relevant manufacturers and is inspected annually to ensure compliance with relevant health and safety requirements. Only official parts (that is, those produced or recommended by the manufacturer of that particular piece of equipment) shall be used for maintenance and repair work.

Insurance

It is the responsibility of the borrower to fully and comprehensively insure the equipment against loss, damage and theft and have sufficient third party liability insurance. Proof of cover to be provided to RMVC before loan.

Details of Loan

Organisation/Individual	
Contact name and details (phone numbers)	
Equipment borrowed	
Date of collection	
Date return due	
Any issues arising	