

4-H Equipment Use Policy

1. The use of Brazoria County 4-H Equipment is limited to 4-H Leaders, Parents, and Members.
2. Checkout of the equipment must be approved and assigned on the 4-H equipment calendar before pickup. **No one is allowed behind Precinct Fences** without an Extension Employee with them.
3. Use is limited to 4-H functions, project meetings, training sessions.
4. Usage of the Equipment by an Agent for county-wide events will take precedence over club usage. This will maximize the utilization of the Equipment for the benefit of the county youth.
5. Equipment may be checked out from an Agent or the 4-H Secretary for a maximum of five (5) calendar days. The Equipment can only be checked out and returned **during 4-H office hours**.
6. Please ensure that the 4-H Equipment, any time is in a secure location or has lock attached to prevent theft.
7. The individual or Club checking out the Equipment is responsible for any and all damage to the Equipment while in their possession. That person shall have to repair or replace the damaged equipment or reimburse the county fund for needed repairs or replacement.
8. A **\$50.00** Deposit fee will be assessed for use of Equipment. These fees will insure the cleanliness and return of used items.
9. **Check in process will be required.** A County Agent or Admin will also check for damage to the Equipment and check the cleanliness. If Equipment is not returned clean or any items are missing, we will keep the \$50.00 deposit.
10. Trailer privileges can be revoked at any time at the discretion of the Brazoria County 4-H Office. This includes but is not limited to cancellation of current reservation.
11. **All request are to be submitted via the Brazoria County 4-H Website.**
12. Please remember if this Equipment is damaged and cannot be used, every member of Brazoria County 4-H has lost a valuable tool.
13. I have read the above policy and understand my responsibility regarding the 4-H Equipment.

Printed Name	Signature of Person Responsible
Phone Number	4-H Club

Brazoria County 4-H Office Use

Date Checked Out	Date Due Back	Deposit Fees Due <u> \$50.00 </u>
<input type="checkbox"/> Steer Scale <input type="checkbox"/> Aluminum Market Animal Scale <input type="checkbox"/> Market Animal Scale #1 <input type="checkbox"/> Market Animal Scale #2		
<input type="checkbox"/> Speaker System <input type="checkbox"/> Other, please list all items borrowed _____		

Date Returned _____	<input type="checkbox"/> Damage Free	<input type="checkbox"/> Clean
	Return Deposit	<input type="checkbox"/> Yes <input type="checkbox"/> No