

SUBJECT: Rental of Bridgemates	REF #: 2019-006
APPROVED DATE: Oct. 6, 2019	REVISION DATE:
ISSUED TO: Unit 249	EFFECTIVE DATE: Immediately
POLICY: Unit 249 owns Bridgemate equipment for the purpose of conducting its tournaments. Unit 249 will make surplus equipment available for rent to sanctioned clubs within the Unit, and to neighboring units within District 2 subject to the conditions listed herein. Of paramount importance is that all rentals are conditional upon the subject equipment being returned in good condition without delay to Unit 249 if required for any event sponsored or operated by Unit 249.	
SCOPE: Applies to Unit 249, neighbouring units, and sanctioned clubs within Unit 249.	
PROCEDURES: <ol style="list-style-type: none"> 1. Bridgemates will be rented out in complete sets consisting of: <ol style="list-style-type: none"> a. 25 Bridgemate input units b. Server and USB Cable c. Carrying case 2. Rental rates of \$15 per week will apply per set. Part week rentals will be charged at the weekly rate, adjusted pro rata, with the exception that there will be a minimum charge of one week's rental. 3. Renter must complete a Rental Agreement Form. 4. Renter is responsible for transportation to and from the designated pick up and return locations. 5. Renter will ensure that the equipment is handled and stored in a safe and secure manner and is responsible for any loss or damage to the equipment. 6. The Unit Supply Coordinator will maintain an Inventory Control Log. 7. The Unit Supply Coordinator will provide the Unit Treasurer with copies of all rental agreements and other necessary information in order to support accurate billing to the Renter. 	
AUTHORITY: Authority is vested in the Unit Supply Coordinator and Unit Treasurer to undertake enabling actions consistent with this policy.	