

COLUMBIA COUNTY PUBLIC WORKS

POLICY ON BORROWING EQUIPMENT, SUPPLIES OR MATERIALS

1. Borrowers must be a business, nonprofit organization, or government entity. Borrowing is not allowed by individuals for personal purposes.
2. The borrowing of any County-owned Public Works Department item/s MUST be pre-authorized by completing the Columbia County Public Works Department Loan Agreement approval process (see guidelines below).
3. Public Works Department item/s may not be used outside the boundaries of Columbia County.
4. Approval of the Loan Agreement will be determined by the Public Works Director or Assistant Director within five (5) business days. Potential borrower will be notified by phone or email that their request has been approved or denied.
5. Prior to the date items are borrowed, time for pickup will be coordinated with the Public Works staff.
6. The borrowing organization representative will check in at the Public Works Department Main Office at 1054 Oregon Street, St. Helens, on the designated date/time on the Loan Agreement for pick up and drop off of borrowed item/s.
7. It is the responsibility of the borrower to inspect all items closely on the day they are borrowed from the Public Works Department and to report any damage to Public Works Department staff, which will be noted on the Loan Agreement.
8. Any special instructions needed to operate Public Works Department item/s will be provided if requested and pre-arranged with the Public Works Department.
9. Borrowed items are the responsibility of the borrowing organization, must be accounted for at all times and returned in the same condition as they were at the time they were borrowed.
10. All items must be returned to the Public Works Department on the date designated for return on the Loan Agreement. Check in at the **Public Works Department Main Office** at 1054 Oregon Street to coordinate returning of items borrowed.
11. Damaged or lost item/s will be the responsibility of the borrower.