

## ***Wellington Square Co-operative Homes Inc***

*Co-operatively owned and operated by the members who live here*

### **Policy No. 5.**

#### **Policy on Borrowing Co-op Centre Furniture and Equipment**

Co-op members may borrow folding chairs and tables, and coffee percolator from the Co-op Centre provided that:

- 5.1. The items are not needed at the centre during the time the member wished to borrow,
- 5.2. The items are kept on Co-op property,
- 5.3. The items are returned within a three (3) day period unless otherwise specified,
- 5.4. All items borrowed are to be inspected, for damage, directly before and following the rental period by the director on call,
- 5.5. The items are returned in the same condition and to the same location in the Co-op centre as received, and members are financially responsible for damages to borrowed items,
- 5.6. The items are signed out by a Co-op members, and
- 5.7. A deposit of \$20.00 per total amount borrowed is required and will be refunded provided the items are returned on time and undamaged.

Any deviation from this policy must have prior Board approval.

*This policy adopted by the membership on February 22nd 1994*