



ASB Rental Equipment Procedures

Big Lakes County Agricultural Services

****Excepting extraordinary circumstances, only taxpaying residents of Big Lakes County may rent equipment for personal use.**

Terms & Conditions

1. Ag Services requests that renters reserve equipment **24 hours in advance**.
2. All rental equipment is to be picked up and dropped off **between 8:30 a.m. and 3:00 p.m.** Equipment should be *returned on the day of or directly following* the last day of the paid rental. Failure to return equipment by the deadline may result in additional rental fees.
3. The renter is to provide a separate cheque for the Damage Deposit of *each* rental. Deposit cheques will not to be retained in the Administration office for any duration beyond the reservation.
4. All equipment must have **proof of inspection** by Agricultural Services staff (or a designate) before leaving the County yard to ensure it is clean, safe, and operational. It will be inspected again upon return.
5. When returning equipment, the renter is to notify the Administration office prior to drop-off to assist in booking and inspection procedures. Failure to notify the Administration office of the return will result in late return fees. ***Late return fees will be charged per rental day.*** If the return causes the forfeit of another reservation, additional fees may be added to the daily charge. All charges are to be withdrawn from the Damage Deposit and a cheque for the balance will be sent to the renter by mail.
6. *Damage Deposits* are to be returned to the renter following a return inspection. The equipment is to be returned in clean, undamaged condition. If an inspection cannot be completed immediately upon the return of equipment, the Damage Deposit is to be returned by mail after the inspection has been completed.
7. If the return inspection reveals the equipment has not been cleaned a **cleaning fee of \$100.00** will be deducted from the Damage Deposit.
8. Equipment rented from either the High Prairie or Kinuso County yard sites must be returned to the location from which it was rented with a full fuel tank (as applicable). If it is returned to another location, late return fees will be applied against the renter (*deducted from the Damage Deposit*) until County staff are available to return it to the original location.
9. If strong winds or icy road conditions pose a risk of upset, towed equipment should not be transported to or from the county yard. If a renter is unable to return the equipment on time because of strong winds or icy roads, the County Administration office should be notified *immediately*, or late return fees may be charged.
10. County staff may refuse the rental of any equipment if, in their opinion, the transport of the equipment is unsafe.

Refunds

11. If the rented equipment is not used during the rental period due to inclement weather, the rental fees *may* be reimbursed upon return of the equipment, or the renter may be provided an extension to the rental period provided another renter has not reserved the equipment. Advance arrangements to extend the rental period must be made with the Administration office.
12. If the rented equipment is found to be defective, unsafe or inoperable before use, the rental fees will be refunded following a re-inspection.

Repairs

13. Renters are asked to refrain from conducting any alterations or repairs to the rental equipment. Ag Services is to be notified as soon as possible of any faulty equipment to be repaired. Alterations or home repairs (except for basic maintenance such as lubrication or filling a gas tank) may result in the withdrawal of rental privileges for individuals who do so.