

Mesabi Wireless Amateur Radio Association

Guidelines for Use of Club Property

Mesabi Wireless Amateur Radio Association (MeWA) maintains an inventory of amateur radio equipment that has been given or donated to the club for the club's use. Among these items are radio equipment designated as club property which have been set aside to support the Club's charter to advance the hobby of amateur radio through "...liaison with public service agencies, community education, and group activities" utilizing this equipment to advance these means. Some of those items are available for sale and are identified in the Club Property Inventory.

Purpose

The purpose of this document is to formalize the procedures to be followed in use of Club property to provide an impartial and fair guideline for club members to follow. This formalization is considered essential to protect the Club's assets from misuse and loss. The guideline will establish who is eligible to use Club property, determination of use, period of use, equipment preservation, and accountability.

Eligibility for Use

An active, licensed Club member in good standing as defined within the Club's Constitution and By-Laws may request use of Club equipment by submitting a Request Form (see Page 3) to the Property Manager.

Determination of Use

The Property Manager will evaluate the Request to determine if the proposed usage falls within the following categories:

1. Emergency operations.
2. Equipment replacement of a club member's existing operating station.
3. New Ham station
4. Amateur radio operation demonstrations, training, and familiarization.

Period of Use

The use of club equipment is intended to be for a temporary period necessary for the purpose determined above. The period will be limited to no more than six (6) months. The Property Manager will review the form as submitted and complete the form - forwarding a copy of the original Request Form to the Treasurer with the security deposit, retaining a copy for record. The security deposit will be waived for club events.

Equipment Preservation

As the equipment to be lent out may be new or unfamiliar to the user, the property manager will ensure that the user is issued or has access to the equipment manuals one week prior to issuing the equipment except in cases where the equipment will be used in an emergency.. Depending on the experience of the user, the Property Manager will review the operation of the equipment in the presence of the user. The user is charged to use the equipment only for the stated and intended use regarding all safety precautions to include normal power and grounding practices. A security deposit of 20% of the estimated equipment value will be collected at the time the equipment is turned over to the user. The

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Property Manager is charged with confirming the proper function of the equipment upon return in the presence of the user.

Accountability

The user is responsible for returning the equipment within the agreed upon time frame in the same condition that the equipment was issued considering normal wear and use. The user will be asked to identify an alternate contact should the user be unable to be reached.

If the equipment is reported or found to be malfunctioning due to the user's fault, the user will forfeit the security deposit and have the deposit applied to the repair or replacement cost. Upon ascertaining the condition of the equipment on return, the Property Manager will forward a copy of the original Request Form to the Treasurer for processing of the security refund.

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Property Use Request Form & Sign-Out

Name _____ Call Sign _____

Address _____

Telephone _____

Contact Name _____ Telephone _____

Equipment Requested _____

Reason for Request _____

Period Requested _____ (not to exceed 6 months)

I have read and will follow the MeWA Guidelines for Use of Club Property and will use this equipment for the expressed stated purpose. _____ **Date** _____

[Signature of User]

===== To Be Completed by Property Manager =====

Request Approved Yes No If not approved, reason for Denial:

Request Grant Date _____ Return Date _____

[To be completed on Return]

Property Inventory Number _____

Model _____ Serial # _____

Condition of Equipment Prior to Return _____

Condition of Equipment upon Return _____

[To be completed on Return]

Security Deposit Collected \$ _____

[N/A for club events]

Security Deposit Returned \$ _____

[To be completed on Return]

Attach: *Property Use Guidelines*

Copy: Requestor / Property Manager / Treasury