

Nevada Outdoor School Equipment Checkout Policy

Some equipment owned by Nevada Outdoor School is available for overnight check out. This may be for work related purposes or for personal use. Equipment checked out for personal use will incur a minor fee. Equipment may be checked out by Nevada Outdoor School staff and National Service Members or by members of the public.

Anyone checking out equipment overnight must fill out an equipment check out form. The condition of the equipment needs to be documented on this form by someone other than the person checking it out. The condition upon return should again be noted by someone other than the person who was in possession of the equipment.

If the equipment, upon return, is broken or missing any parts, the incident should be directed to the Executive Director who will determine the cost of damages. The circumstances surrounding the breakage or loss will be used to determine if the employee is responsible for the cost of replacement.

Equipment may be checked out for a maximum duration of 1 week. If gear is required for longer than one week, a separate agreement must be reached with the Executive Director.

When checked out for personal use, or for use by the general public, expensive items, over \$100, will be charged a rate of \$2 per day. Minor items, less than \$100, will be charged at a rate of \$1 per day payable upon return of the equipment.