

DOWNERS GROVE PARK DISTRICT EQUIPMENT AND TOOL USAGE

In compliance with the personnel policy which states in part, "Park District vehicles and supplies shall not be used for private or unauthorized purposes. Equipment and tools cannot be used for private use unless approved by the Division Director." **EFFECTIVE IMMEDIATELY** any private use of Park District equipment and tools must be approved by the appropriate Divisional Director. The following procedure will be followed in regard to the use of Park District Equipment and Tools.

1. No equipment/tools can be used for private use during the workday including equipment that may be needed on Saturday, Sunday or holidays. Tools and equipment can be approved for private use only during evening hours.
2. All equipment/tools will be signed-out by the Director or their Designee.
3. Equipment/tools will be checked and signed-in by the start of the next workday by the Director or their Designee. The employee is responsible for any damage to the equipment/tool.
4. Arrangements for the transportation, loading, pickup or return of equipment/tools shall only take place before/after the workday begins or ends whichever situation is applicable.
5. Records for the completion of required training must be on file before equipment/tools can be authorized for use, **NO EXCEPTIONS.**
6. Use of Park District supplies for private use is strictly prohibited. Disciplinary action will result from private use of District supplies and non-compliance with procedures set forth herein. Payment for personal telephone calls, faxes and xerox copies (2 cents/copy) should be given to your supervisor.

For clarification purposes vehicles, tractors, riding mowers, fork lift, skid-steer trailers and other items that may not be listed here are not included in this policy nor are they available for any use other than Park District related. Because of differing hours of work within each Division certain other pieces of equipment will not be permitted for use. See Division Director for the list.

PERMIT FOR PERSONAL USE OF AGENCY PROPERTY

DOWNERS GROVE PARK DISTRICT

Waiver & Release of Liability, Indemnification Agreement

In consideration of the Downers Grove Park District permitting the below named individual to use for personal use and benefit the _____
(hereinafter collectively referred to as "property"), I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my dependent may have arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damages or loss which I or my dependent may have or which may accrue to me or my dependents and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable fees) arising from or in connection with my or my dependent's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of loss or damages to the property, unless otherwise agreed.

Personal use of District property can be permitted during off-hours only. District's property must be returned by the start of work the next work day, or Monday if it is a weekend. (Authorization by the appropriate Director as well as safety training are needed before any property can be used. No large equipment, trailers or vehicles may be used for personal use.)

(Name)

(Date)

(Authorization)

(Date)

Property Permitted for Use

Safety Instructions Received

Condition of Property Prior to Use: good ☐ Previous condition notes: _____

Checkout time _____ Date _____

Condition of Property upon Return: good ☐ Return condition notes: _____

Checkin time _____ Date _____

Supervisor Initials

FACILITIES DIVISION

Equipment/tools not available for private use by staff:

MUSEUM

camcorder
television/VCR
exterior display sign
dry-mount press

NATURAL AREAS

all prescribed controlled burn equipment
sickle bar mower
camera

GOLF COURSE

all major kitchen equipment (refrigerators, freezers, ice machine, etc.)
all Clubhouse tables and chairs
all tv's/VCR's/stereo amplification system
coffee machine
cash register
vacuums
washer
dryer
computer equipment
telephones & answering machines
pull carts
gas golf carts
two-way radios
driving range mats
rental clubs
ball washer machine
ball dispenser
weather station

EQUIPMENT/TOOLS NOT AVAILABLE FOR PRIVATE USE BY STAFF

ADMINISTRATIVE DIVISION

coffee machines
televisions and VCR's
shredder
postage machine
fax machine

PARKS MAINTENANCE DIVISION

trucks
tractors
riding mowers
fork lift
skid steer trailers
brush chipper
field liners
utility vehicles
ballfield machines

RECREATION DIVISION

LINCOLN CENTER

power washer
paint sprayer
carpet cleaner
vacuums
floor burnisher
fax machine
postage machine