



Email: forestvalleyoutdooredcentre@tdsb.on.ca
<http://schoolweb.tdsb.on.ca/forestvalley/Home.aspx>

Equipment Loan Request

(This information is applicable for camping, canoes, snowshoes and winter carnival loans.)

LOAN PROCEDURES:

1. All equipment is for teacher/school use only
2. Request Timelines
 - Minimum 2 weeks notice is necessary to allow for processing
 - Send requests by email: forestvalleyoutdooredcentre@tdsb.on.ca
Attention: Equipment Loans
 - Confirmation/feedback will be processed within 1 week
 - Confirmations will be sent by email.
3. Loan Timelines
 - Camping and/or Canoeing Equipment – flexible
 - Winter Carnival Equipment – Maximum 1 week
 - Snowshoes – Maximum 1 week (Grades 4 and up; class set)
4. Equipment pickup – all equipment must be picked up and dropped off by the borrower at Forest Valley OEC according to the dates on the loan.
5. All borrowers must agree to the following conditions of loan.

CONDITIONS OF LOAN:

Treat ALL equipment with respect so that others may enjoy it after you.

1. It is the responsibility of the borrower to check the equipment before borrowing to make sure that it is in good condition.
2. Any loss or damage to the equipment is the responsibility of the borrower. The borrower and/or school agree to pay for damaged equipment promptly.
Damages due to normal wear and tear are at the discretion of Forest Valley.
3. Damaged equipment should be clearly marked and reported upon return.
4. Any significant damages or losses should be called in to Forest Valley immediately since equipment may be required for another borrower.
5. All equipment must be returned **clean, dry, neatly packed and free of debris.**
Initial: _____
6. If more time is required to dry-out or clean equipment, please call Forest Valley immediately to inform us since we may have the equipment reserved for another borrower.
7. All borrowers and their schools are subject to all conditions of loan. **Initial** _____
8. All loan requests will require a school Cost Centre and GL.
9. The cost to replace missing/damaged items will be charged to your school's Cost Center after the borrower has been notified of the missing item(s) and associated costs to replace it/them. **Initial:** _____



Thank you for your co-operation enabling us to continue with this service and promote the benefits and wonder of outdoor education experiences.

Stephanie Miskew
Site Supervisor



**Forest Valley Outdoor Education Centre
Toronto District School Board
Phone: 416-395-5110**



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(This form is applicable for camping, canoes, snowshoes & winter carnival loans.)

Name _____ Cell Phone Number: _____

Requested Pick Up Date and time: _____

Requested Return Date and time: _____

School: _____ Position: _____

Dates of Use: _____

of Students: _____ Age/Grade: _____

How will this equipment be used? (e.g., winter carnival, camping trip): _____

Where will this equipment be used?

School Information:

CC: _____

GL: _____

EQUIPMENT REQUESTED*

QTY	ITEM

I have reviewed the conditions of the loan program and understand the borrowing organization will be charged to replace missing/damaged items and/or a potential administration fee if materials are returned late and/or the borrower has not ensured they are clean, dry and free of debris.

School Administrator Name _____

Signature: _____ Date: _____

Name & Signature of borrower when items are received: _____

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