

## BOCA RATON AMATEUR RADIO ASSOCIATION REQUEST FOR INDIVIDUAL USE OF CLUB EQUIPMENT



Any BRARA member with at least one year current continuous service may request limited duration (2 week maximum) use of Club equipment (radios, electronics, tools or accessories) by completing the below required information and agreeing by signature to the following conditions:

1. Requestor shall assume full custodial and financial responsibility for the borrowed equipment and shall agree to return the borrowed equipment to the Club within 2 weeks in at least the same condition or better working condition than received. **Note:** the projector and associated accessories shall not be requested, borrowed or loaned.
  
2. Before any equipment is loaned, the prior written approval of the Club Treasurer and the Club Secretary shall be required below. **Note:** A Director requesting the use of any club equipment shall secure an alternate Director Approval and signature.
  
3. This original document shall be retained by the Club Treasurer (as maintainer of equipment inventory) during the entire loan transaction unless an alternate signature is required. Following the return of the requested equipment and verification of paragraph 1, the Secretary (as keeper of Club documentation) shall retain the original document. **Note:** Any desired additional copies of this document shall be the responsibility of the Borrower and shall not be the responsibility of either the Club or the Board of Directors.

Equipment Items Requested	Loan Date	Return Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Position: Name (print):	Signature:	Date (mm/dd/yyyy)
Requestor:		
Treasurer: Patrick McFadden		
Secretary: Bruce Ratoff		
Alternate:		

Approval for the loan of above listed equipment and loan duration shall not be valid without the approving signatures of the above listed Directors. No Director shall sign in more than one space.