TAAA
Tucson Amateur Astronomy Association
PO BOX 41254, Tucson, AZ 85717

Equipment Loan Policy

1. Only a Tucson Amateur Astronomy Association (TAAA) member in good standing ("Borrower") and at least 18 years of age, may borrow TAAA telescopic equipment ("Equipment"). Equipment that is not loaned within the guidelines below will be immediately returned to the Equipment Loan Coordinator ("ELC").

2. A TAAA Telescopic Equipment Loan Request form should be submitted by the Borrower to the ELC at least 30 days prior to release of telescopic equipment to the Borrower. The Borrower agrees that all TAAA Equipment released to the Borrower is the property of TAAA and must be returned to TAAA as requested by the ELC or officers of TAAA. The ELC will assign Equipment per availability and the Equipment loan will routinely be not longer than 30 days unless approved by the ELC.

3. The Borrower must thoroughly understand the operation of borrowed Equipment including all necessary parts. The Borrower may not present, gift or loan the Equipment to any other person, including other TAAA members. The borrower may not use Equipment for profit or any other commercial use.

4. Borrower is responsible at all times for Equipment. Any damage that may occur to the Equipment, operators or persons or property near or on the Equipment during the entire Equipment loan period is the sole responsibility of the Borrower. Notification to the TAAA Board of Directors of any misuse of equipment will result in an immediate TAAA request to the borrower or possessors for return of all loaned Equipment. The Borrower is responsible for full restitution or factory/factory certified repair for damaged Equipment. In the event of Equipment theft or loss the Borrower will be deemed fully responsible and will pay the full replacement value to TAAA for the loaned Equipment.

5. The ELC has the right to refuse to loan Equipment to anyone due to astronomy inexperience, lack of Equipment operation experience, or age. Refusal of TAAA Telescopic Equipment Loan Request may be appealed to the TAAA Board of Directors. The potential Borrower should present reasonable cause regarding suitability to borrow Equipment. Appeals may be submitted by mail, or e-mail. A potential Borrower may be invited to present such reasonable cause at a TAAA Board of Directors' meeting.

6. If a previous Equipment Borrower has been responsible for damage to Equipment or other persons or property in operation of Equipment no further Equipment loan will be granted unless the TAAA Telescopic Equipment Loan Request submitted to the TAAA Board of Directors directly approves the Equipment Loan Request.

7. All loaned Equipment must remain in the state of Arizona. Removal from state will be deemed as theft and reported to proper law enforcement. ELC may provide written authority for transportation and use out-of-state.

This policy is subject to be updated or changed at anytime, as the TAAA Board of Directors deems necessary.

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Equipment Loan Request

To TAAA Borrower: Please complete the below form to borrow TAAA Telescopic Equipment ("Equipment"):

Today's Date _____

Name _____ Home Phone (_____)_____

Email address _____ Alternate Phone (_____)_____

Physical address where Equipment will be stored:

Street Address _____

City _____ ZIP Code _____

Note: Equipment must remain in Arizona except as specified in Item 7 on reverse side.

This section for the TAAA Equipment Loan Coordinator or designated representative:

Equipment being loaned (include TAAA property control number if appropriate):

_____

_____

Borrower is a current TAAA member in good standing.   YES   NO

Equipment to be loaned is in good working condition.   YES   NO

Equipment has the following functional and/or exterior deficiencies:

_____

_____

_____

It is agreed the Equipment will be returned on _____.

Borrower has read and agrees to adhere to the TAAA Equipment Loan Policy (see reverse).

_____

Borrower   *Date*

_____

Equipment Loan Coordinator   *Date*

☐ Extension has been granted until _____.

Equipment Loan Coordinator has inspected returned equipment _____(initials)