

Equipment and Storage Policies

Idaho Renaissance Faire Inc. will provide guidance for the storage, transportation, and use of owned equipment. What follows is an outline of how that should be done, and consequences should our guidelines not be followed.

1. Transportation of Faire Owned Equipment and Items
 - a) All items removed from the storage facility for transport must be moved in a properly insured vehicle with a properly licensed driver.
 - b) All items should be inspected for damage before and after transport to ensure that should any damage occur during transport we have an accurate timeline of damages.
 - c) All items should be moved by a sufficient number of people to prevent injury to any staff or volunteer member of IRFI and to prevent damages to property.
 - d) At no time should items being transported be left unattended or insufficiently secured.

2. Loading/Off-loading and set up of IRFI Equipment
 - a) All items should be moved by a sufficient number of people to prevent injury to any staff or volunteer member of IRFI and to prevent damages to property.
 - b) All items should be inspected at set up and tear down to assess damages taken, repairs needed and safety of the item.
 - c) All items should be secured at each event using approved guidelines.
 - d) All items should be set up using the appropriate number of people and in accordance with any instructions provided.

3. Lending of items to Outside Organization
 - a) No items should be lent without full approval of the board.
 - b) No items shall be lent without a proper contract being provided.
 - i) The Contract shall include the timeline when the item(s) will be borrowed or rented and returned to IRFI.
 - ii) The Contract shall include any cost for use of IRFI property and dictate when payment shall be due.
 - iii) The Contract shall outline any restriction on use of IRFI property.
 - iv) The Contract shall outline the responsibility of the borrower to maintain insurance or other protection for borrowed or rented IRFI property.
 - v) The Contract shall outline the cost for replacing or repairing borrowed or rented items should damage occur in their care.
 - c) No items shall be used at non-IRFI events without the approval of the board.
 - d) No items should be used at non-IRFI events without a proper contract with the host event.
 - i) The Contract shall include the timeline when the item(s) will be borrowed or rented and returned to the IRFI facility.
 - ii) The Contract shall include any cost for use of IRFI property, when and how it will be delivered, and dictate when payment shall be due.
 - iii) The Contract shall outline any restriction on use of IRFI property.

- iv) The Contract shall outline the responsibility of the borrower to maintain and provide proof of event insurance extended over and for the protection of borrowed or rented IRFI property.
 - v) The Contract shall outline the cost for replacing or repairing borrowed or rented items should they be damaged, ruined or stolen during the set up or tear down and duration of any non-IRFI event.
 - e) Items borrowed or rented to a non-IRFI event shall be in contract to have a minimum of one IRFI board member in attendance.
 - f) A copy of the signed contracts and /or borrowers agreement, insurance coverage and payment confirmation must be provided to the board appointed officer prior to release of items to the borrower or host event.
4. Storage of IRFI Items
- a) No item should be stored long term in a private home or vehicle without appropriate insurance coverage.
 - i) Items may be stored overnight at a private residence in cases where an event has closed after storage facility hours or if it is the evening before an event.
 - ii) Proof of insurance must be provided for private storage of IRFI items.
 - b) No items should be stored in an unsecured location or vehicle. Every effort shall be made to secure items in a garage, locked vehicle, or home during short intermittent periods.
 - i) If items are stored in an open trailer for transport to or from an event, efforts are to be made to secure these items. i.e. covered with a tarp, heavily tied down, locked, etc.
 - c) Any storage facility used by IRFI shall be covered by insurance.
5. Consequences of non-compliance/Actions should loss Occur
- a) Should any IRFI item be damaged or broken during transport, set up or take down, the President or VP of Operations must be notified promptly.
 - i) Notification to the remainder of the board of the damages will be reported.
 - ii) Damages will be assessed and documented for insurance purposes and to determine what action will be taken.
 - iii) Insurance claims (if applicable) will be submitted. Research into repairs or replacement costs will be carried out with claims adjusters and the party responsible for the damages, per their contract.
 - b) Should any IRFI item be damaged beyond repair during transport, set up or take down, the President or VP of Operations must be notified immediately.
 - i) Notification to the remainder of the board of the extent of the damages will be reported.
 - ii) Damages will be assessed and documented for insurance purposes and to determine what action will be taken.
 - iii) Insurance claims (if applicable) will be submitted. Research into replacement costs will be carried out with claims adjusters and the party responsible for the damages, per their contract.
 - c) Should any IRFI item be stolen during transport, set up, take down or during events (whether an IRFI event, as part of a non-IRFI event, or borrowed/rented by another) the President or VP of Operations must be notified promptly.
 - i) The board will be notified of the theft promptly.

- ii) The individual(s) who last had possession of the stolen item will be held responsible for notifying the authorities.
 - (1) The individual will provide the board with a copy of the police report for submission to the IRFI insurance provider.
 - (2) A copy of the report will be maintained for IRFI records.
 - (3) If an item is stolen from an IRFI event, the President or VP of Operations shall be the reporting party and retain said copy of the report.
- iii) If an IRFI item is stolen from a non-IRFI event, the individual will provide the board with proof of claim to their insurance for the board to provide to the IRFI insurance provider.
 - (1) If the non-IRFI event host/individual fails to submit a claim or if the claim is denied by the host insurance policy, IRFI has the right and option to submit a claim to their insurance.
 - (2) IRFI will then provide the event host/individual with a bill for the cost of the item as outlined in their contract.
- iv) If an item is stolen from an IRFI event, the VP of Finance will make the submission of claim to the insurance provider.
- d) Should any IRFI item be stolen or damaged while in storage at an IRFI sanctioned storage facility, the President or VP of Operations must be contacted immediately.
 - i) The remainder of the board will be notified right away of the damage or theft.
 - ii) The President or VP of Operations will submit a police report if theft has occurred.
 - iii) The VP of Finance will submit an insurance claim for either theft or damage to, either the storage facilities insurance provider or the insurance provider of IRFI.
- e) Should any IRFI item be stolen, or damaged while being stored at a private residence or vehicle, the President or VP of Operations must be notified immediately.
 - i) The remainder of the board will be notified right away of the damage or theft.
 - ii) The residence or vehicle owner will submit a police report in the instance of theft or vandalism and provide a copy of the report to the board.
 - iii) The residence or vehicle owner will provide the board with an explanation of the steps they took to prevent damage or theft and how the incident occurred.
 - (1) The board, minus any who may be involved in the loss, will decide if the policies and procedures outlined in this document have been followed.
 - iv) The residence or vehicle owner will submit a claim to their insurance provider and provide the board with the details/copy of the claim.
 - (1) If the residence or vehicle insurance denies the claim or there is no insurance coverage, the board will determine if the residence or vehicle owner will be held responsible for the cost of repair or replacement of lost or damaged items.