



# North Ogden City

## Memorandum

**To:** Mayor and City Council  
**From:** Bryan Steele, Finance Director *BRS*  
**Date:** 9/11/14  
**Subject:** Renting out of City Equipment

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Our Parks & Recreation Department was recently contacted by a resident who wanted to know if the City rents out the train for personal use (block party). They were told that the City does not and they argued that the City should rent it out to residents because it was purchased with taxpayer money. The Mayor asked staff to do some research in whether the City should rent out city equipment. Here are our thoughts:

We have called the cities surrounding North Ogden and they also do not rent out equipment (trains, cars, machines, tools, sound, etc.). We do have smaller pieces of equipment (footballs, basketballs, cotton candy machines, EZ-up canopies, etc.) that would be more suitable for rental than the larger more expensive pieces of equipment, however there are private companies that are set up to rent out such equipment.

If the council decides to move forward with the rental of pieces of equipment, the following would be guidelines we would want to consider:

#### IDENTIFICATION:

- North Ogden City requires that all renters show proof of identification to be eligible for equipment rental.

#### SECURITY DEPOSIT:

- All renters are required to submit a credit card to guarantee replacement cost for the equipment borrowed if it is lost, stolen or broken.
  - Replacement costs vary per item if lost or stolen. North Ogden City can provide a list of replacement costs, upon request.
  - All damaged equipment is charged the replacement value.

#### CLEANING CHARGE:

- Equipment is sent out clean and is to be returned clean. A cleaning fee of [\$\_ / \_\_\_\_\_ % of rental cost] will be charged the customer if the equipment is returned dirty.

#### RESPONSIBILITY:

- Responsibility for rental items remains with the customer from check-out to return.
- All items should be secured and protected from weather, vandalism or theft.
- Additional charges for replacements are made for missing, damaged or unclean items.

#### PROBLEMS:

- If you have a problem with any equipment during business hours we will attempt to issue another piece of equivalent equipment if available. If there is not one available, we will refund the first day of the rental fee.

#### PAYMENT/PRICING:

- Prepayment is required in full on all rentals.
  - Payment must be made with a Credit Card.
- Final Payment (if required) is determined upon equipment return.
- At the time of return, any additional fees will be applied for:
  - Any additional days not already charged
  - Damaged or lost tools and/or equipment
  - Cleaning fees (if equipment is returned dirty)
- If the equipment is returned on time, clean and undamaged, there will be no additional charge.
- If the equipment is not returned after 10 days, the rental of the equipment will become a sale and you will be charged the rental fee and the cost of the equipment.

#### RENTAL TIME DEFINITIONS:

- All equipment rentals are rented for increments of one day.
- Equipment rental begins on the day of check-out and can be returned by the close of business on the next business day for the daily rate charge. Daily charges accrue for each day thereafter until the equipment is returned.

In conclusion, staff's recommendation is that City equipment should not be rented out to residents/citizens unless it is purchased for that purpose (i.e. snowshoes). There may be a slippery slope if we start picking and choosing what equipment is rentable and what is not. If Council feels differently, staff can prepare a policy for it.