

Canoe and Kayak Loan Program Policy

All users of the canoes, kayaks and related equipment; and parents or guardians of minors, are responsible for understanding the M. N. Spear Memorial Library Canoe and Kayak Loan Program Policy.

Only people who have signed a Canoe and Kayak Loan Program Release and Policy, or in the case of minors, have had a Release and Policy signed for them by a parent or legal guardian and submitted both documents to the M.N. Spear Memorial Library, may use the canoes, kayaks, and related equipment.

Parents or legal guardians of children ages five through seventeen must sign a Canoe and Kayak Loan Program Release and Policy for equipment used with their children. Children may not use canoes and kayaks and related equipment without adult parental/guardian supervision. All release terms apply to both borrowers and their children.

All references to canoes, kayaks and equipment, both in this Policy and in the Canoe and Kayak Loan Program Release and Policy refer only to the particular water craft and associated gear made available at the discretion of the M.N. Spear Memorial Library and identified as available for the Loan Program on the date requested.

- Canoes and kayaks may be borrowed by Shutesbury Residents only.
- Out-of-town guests who have completed the appropriate paperwork, and are accompanied by Shutesbury residents, may use the canoes and kayaks.
- Use of canoes and kayaks is based on availability of boats and appropriate life vests.
- Anyone using a canoe or kayak must wear a Coast Guard approved life vest.
- All borrowers must have a valid C/W MARS library card. If borrowers are not known to library staff, a valid picture I.D. must be shown with the library card.
- All borrowers must read and sign the Canoe and Kayak Loan Program Release and Loan Program Policy **every time** they borrow a canoe or kayak.
- Call the library, 259-1213 to check availability and **reserve a canoe or kayak for same day use only.**
- Canoes and kayaks can be borrowed for up to two days.
- Canoe and kayak loans cannot be renewed.
- Canoes and kayaks can be used only by persons who have signed a Release and Policy and submitted them to the library. Canoes, kayaks, and related equipment cannot be loaned to others.
- Canoes and kayaks may be used only at Lake Wyola. Removing the equipment from Lake Wyola is a violation of this borrowing agreement and may subject the borrower to an investigation for theft and/or conversion of Library property.
- When Borrowers have finished using a canoe or kayak each day, the Borrowers must return the boat to the storage rack and secure it with the lock provided.
- Canoes and kayaks may be used between sunrise and sunset. It is recommended that all users finish paddling thirty minutes before sunset to allow enough light to properly secure boat to storage rack.
- Canoes and kayaks may not be left unattended and unsecured at any time.
- Keys, life vests, and paddles must be returned inside the M.N. Spear Memorial Library during hours when the Library is open by the specified due date.
- Equipment returned after the due date is subject to a \$10 per day late fee with a \$50 maximum.
- Equipment (including parts) damaged, lost or more than 30 calendar days overdue will be promptly billed at the price listed in the item record.
- Failure to pay for lost or damaged Canoe and Kayak Loan Program equipment of any kind will result in the loss of borrowing privileges at all C/W MARS Libraries.

I, _____, understand and agree to the above rules and (print name)

regulations concerning library canoe and kayak use:

Borrower signature _____ Date _____

Due date and time _____

Library staff: Please verify Library card and identification checked, release read and signed, and policy read and signed. _____ (Library staff initial and date)