

Peterborough New Horizons Bands (PNHB)

Policy Title: Property and Rental Policy

Date Issued: January 11, 2017

Date Revised: November 30, 2022

Purpose:

This policy provides direction for the protection, security, and maintenance, of the physical assets owned by PNHB and for the use/rental/loan of those assets.

Procedures:

1. The PNHB Board of Directors will appoint a Property Manager and Music Librarian who will have the lead responsibility for managing PNHB property in accordance with this policy. The Property Manager and the Music Librarian will provide a report to the Board on the status of PNHB Property annually or more often if required by the Board. The Property Manager and Music Librarian may each establish a team/committee composed of PNHB members to assist them in fulfilling these responsibilities.
2. PNHB may purchase/rent equipment deemed necessary or desirable for the administration and conduct of PNHB business and programs. All purchases of property by PNHB shall be completed following the applicable policies and procedures approved by the Board of Directors including the Financial Controls policy. Immediately following the acquisition (whether by donation or purchase) of an asset, all PNHB owned property, including instruments, sheet music, and any other equipment acquired by PNHB for the administration and conduct of their programs must be presented to the Property Manager, or in the case of sheet music to the Music Librarian, who will assign a PNHB asset identification number and mark or label the asset to clearly identify it as Property of PNHB.
3. An inventory of all PNHB owned property will be maintained and will include at a minimum the asset name, the PNHB asset identification number, the serial number, a description of the asset (i.e., manufacturer, model, colour), date acquired, purchase price, storage location, maintenance performed, current condition. In the case of PNHB property that has been loaned/rented the name of the person it was loaned/rented to, the date it went out, the date it was returned.
4. The Property Manager will ensure that there is adequate insurance coverage in place (either by PNHB or the person who has borrowed/rented an asset) to protect the replacement cost of property owned by PNHB.

5. PNHB assets required for use regularly by one or more bands will be stored at the PNHB practice facility and will be available for use by the various PNHB concert bands on a priority basis, PNHB ensembles as second priority, and may (at the Board's discretion) be made available for non PNHB Bands (e.g., Peterborough Concert Band) who also practice at the same facility as third priority.
6. PNHB owned property not required for use as described above will be stored in a secure storage area arranged by the Property Manager and approved by the Board. These assets may be loaned or rented (when available) to individual members, conductors, or coaches of PNHB for use in PNHB Green Band as a priority, other PNHB concert bands as a second priority, PNHB ensembles as third priority, and bands/ensembles/events not affiliated with PNHB as fourth priority.
7. PNHB owned property may be loaned or rented to Organizations not affiliated with PNHB for short term use on specific dates (i.e., a specific performance) provided the property is not required on those dates by any of those listed in #6 above.
8. All loans/rentals of PNHB property which involves using/storing PNHB assets off site from a PNHB owned/leased facility must be authorized by the Property Manager and must be documented on the Property Inventory. A Property Loan/Rental Agreement (found in Property and Rental Policy - Appendix 1) must be completed and signed by the person borrowing/renting the asset and the Property Manager. The agreement will specify the name, address, contact information of the borrower/renter, asset name, PNHB identification number, serial number, asset condition, loan/rental period, applicable fees, confirmation of adequate insurance coverage, responsibilities of person borrowing/renting the asset. One copy of the Agreement will be provided to the borrower/renter and one copy will be maintained on file by the Property Manager.
9. To ensure that PNHB assets are available to as many people as possible, all such loans/rentals will be for a limited time as specified in the agreement. Subsequent loans/rentals of the asset to the same individual may be considered if there are not others waiting to borrow/rent the asset.
10. The Property Manager will provide a recommendation on equipment rental rates with supporting rationale annually to the Board of Director's for their review and approval. Recommendations for rental rates will take into consideration factors such as maintenance costs, insurance costs, storage costs, and eventual replacement costs.

The Property Manager will provide the name, address, contact information of the renter, asset name, PNHB identification number, loan/rental period, applicable fees to the PNHB Treasurer. The PNHB Treasurer will set up an account to record and track payments for each renter. Fees for the use of PNHB equipment are to be paid to the PNHB Concert Band representative or Ensemble treasurer where the equipment will be used. Band representatives or Ensemble treasurers will remit all fees collected to the PNHB Treasurer. Fees for the use of equipment outside of PNHB are to be paid directly to PNHB Treasurer. (Note: Payments due first day of the month following receipt of the instrument and, if paying monthly, first business day of each month thereafter for the previous months rental).

11. Where the fee payment schedule identified in the Agreement provides for multiple installments, the first installment is due prior to receiving the instrument. Subsequent installments are due immediately at the beginning of next installment period. The PNHB Treasurer will notify the Property Manager of any default in rental payments. Failure to pay fees when due may result in immediate recall of the instrument/equipment and termination of the agreement by the Property Manager.

12. Under extenuating circumstances, the Board of Directors may, at their discretion, consider a request for subsidy (50%) or waiver of rental fees for use of PNHB owned instruments by PNHB members playing in PNHB Concert Bands only. Any application for subsidy or waiver of fees must be submitted to the Board of Directors on the form found in Property and Rental Policy - Appendix 2 entitled 'Request for Subsidy or Waiver of Instrument Rental Fees'. Examples of extenuating circumstances which might qualify for subsidy or waiver of rental fees are - band member learning to play an instrument in short supply at the request of a sponsoring conductor. Subsidy or waiver of rental fees will be for a maximum of one year.

Date Policy Approved: Nov 30, 2022

Secretary: Beverly Murphy