



PETERBOROUGH NEW HORIZONS BANDS

Property Policy

Date Revised: 2025 August 20

Purpose:

This policy provides direction for the Property Manager and Music Head Librarian, for the protection, security, and maintenance of the physical assets owned by PNHB and for the use/rental/loan of those assets. References to BOD means the PNHB Board of Directors.

Actual procedures on how the Property Manager performs their role is documented in the “PNHB Property and Rental Procedure”.

Actual procedures on how the Head Music Librarian performs their role is documented in the “Band Music Committee Terms of Reference”.

All Property:

An inventory of all PNHB owned property will be maintained by the Property Manager and Head Music Librarian, so it is known who has the property, where it is and other information needed for insurance and tracking purposes.

Annually, as determined by the BOD, the Head Music Librarian and Property Manager will provide a report to the BOD on the status of PNHB Property or more often if required by the BOD and send the BOD a copy of their inventory for insurance purposes.

All music scores must be given to the Head Music Librarian or delegate and all property must be given to the Property Manager or delegate. This is so all property can be included in the inventory lists.

PNHB assets required for use regularly by one or more bands will be stored at the PNHB rehearsal facility.

PNHB owned property not required for use as described above will be stored in a secure storage area authorized and arranged by the Property Manager and approved by the Board.

At the beginning of the season, the BOD will approve a budget for the Conductors, Head Music Librarian and the Property Manager to use to maintain the assets and/or purchase more, at their discretion.

Music scores:

The BOD will appoint a Head Music Librarian who will have the lead responsibility for managing PNHB music scores in accordance with this policy and be the chair for the Band Music Library Committee following the “Band Music Library Committee Term of Reference”. The BOD will assign a Board Director to be the liaison for the Head Music Librarian, to assist with the communication between the Head Music Librarian and the BOD.



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Lending music to non PNHB organizations

The BOD must approve if music scores are being asked to be lent out to other organizations and the Head Music Librarian will ensure the return of those items by the date agreed upon, by the BOD and the other organization. Music scores lent out must;

- not be copied by the other organization
- cannot use the music scores when they charge admission for a performance
- we get the full score returned otherwise they pay for the missing parts.

Property excluding music scores:

The BOD will appoint a Property Manager who will have the lead responsibility for managing PNHB property in accordance with this policy and the “Property and Rental procedure” document and be the chair for the Property Committee following the “Property Committee Term of Reference”. The BOD will assign a Board Director to be the liaison for the Property Manager, to assist with the communication between the Property Manager and the BOD.

Annually, the Property Manager will provide a recommendation on equipment rental rates and damage coverage, with supporting rationale, at the BOD’s direction, to the BOD for their review and approval. Taking in consideration factors such as maintenance, storage and replacement costs.

Property purchases, sales and donations

Our goal is to only have instruments that are expensive to rent or are needed to balance the band (as guided by the Conductors, Coaches or members).

Regarding selling or purchasing items or whether to accept a donated item that is deemed necessary or desirable for the administration and conduct of PNHB business and programs;

- The Property Manager must get the BOD approval to do so
- The BOD or other PNHB members must engage the Property Manager (not go directly to the BOD)

All are to follow the “Property and Rental procedure” regarding the loaning and renting of property and the “Financial Controls policy” regarding purchases and reimbursements.

Loaning & renting of Property to members or external groups

To loan or rent property or request a waiver/subsidy, PNHB members will submit the “Equipment-Instrument Rental-Loan Agreement form” and send it to the Property Manager. They will work with the Property Manager, Treasurer and Band / Ensemble representatives for the collection of the fees.

Subsidy or waiver of rental fees will be for a maximum of one year and it is up to the Property Manager’s discretion whether this policy can be waived. Examples of who 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.



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PNHB assets may be loaned or rented for the time period indicated on the “Equipment-Instrument Rental-Loan Agreement form”.

The renter is responsible to have engaged the Property Manager to return the equipment/instrument to the Property Manager within 7 days after the end of rental period expires, to avoid additional rental charges.

If an instrument is to be rented or borrowed, the priority is;

- (loan or rent) Concert Band
- (loan or rent) Ensemble
- (loan) to a coach/conductor/Band assistant/Office Administrator.
- (rent or loan at the BOD discretion) non PNHBBands (e.g., Peterborough Concert Band)

To cover for lost, stolen or severely damaged instruments, all members renting an instrument are to pay the damage coverage of \$5/month in addition to the rental charge (if applicable). This has replaced the need for insurance due to the fact that the deductible would be difficult to pay.

Members can borrow or rent as many instruments as is available and it is up to the Property Manager’s discretion whether to allow it.

A new band member can get an instrument on loan for the first year, if it is available. It will be granted on a first come first serve basis as determined by the Property Manager. Circumstances like:

- An instrument that is already being rented. It will not be taken for someone to have on loan unless the Conductor needs it in that band.

If a new member wants to borrow or rent an instrument before the season starts (during the summer). They are to pre-pay the Fall term fees immediately and the other applicable fees (rent, damage coverage).

If an instrument is available and a member would like to borrow it for a trial run, they can borrow it for up to a maximum of 3 weeks.

The Property Manager has the authority to ask the member to return the instrument for any of these situations,

- the rental fee is not paid within 3 weeks after the start of payment
- are not using the property for PNHBBuses
- Are disrespecting the asset
- they fail to meet the arrangements made with the Property Manager,

Date Approved: _____

Signed: _____

PNHB President

Signed: _____

PNHB Board Secretary



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Revision History:

Date	Description	Who
2025-8-20	Put in standard format. Clarify some policies. Put the more detailed items into the new "Property and Rental procedure" document.	Bev Murphy Pat Wade Marcia Johnston
2022-11-30	update	Quentin Day
2017		