



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0009</b>	
<b>Approved Date: October 30, 2000</b>	<b>Effective Date: October 30, 2000</b>	<b>Revision Date: May 28, 2013</b>	
<b>Authority: 10<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 1</b>	

**Topic: USE OF EQUIPMENT AND FACILITIES**

**Policy Statement:**

1. All office equipment, tools, small equipment, etc. owned by the Town shall be signed out using the Town's Equipment Rental Form with prior approval of the Department Head.
2. Use of Town Garage and Fire Hall for personal use must be approved by the Superintendent of Works, Mechanical Foreman or the Fire Chief. Anyone using this facility must log in/out on the form provided.
3. Anyone who damages/loses or otherwise abuses town vehicles, tools or equipment will be personally liable.
4. Use of Town heavy equipment for personal use is strictly prohibited.
5. Use of Town vehicles for personal use is strictly prohibited.
6. Town Equipment Rental Forms are available from the Department Head.