

Coquille Indian Tribe
Tribal Property Loan Agreement
Policy & Procedure

I. Purpose

To provide the opportunity to Tribal Members and Tribal Employees the use of certain Tribally owned tools and equipment for personal use.

Policy: The Coquille Indian Tribe desires to make certain tools and equipment available for loan primarily on weekends for personal use to Tribal Members and Tribal Employees.

Therefore, effective **May 5, 2015**, it is the policy of the Coquille Indian Tribe, that the Public Works Department will be responsible for the management of administering the property loan agreement according to the following procedures.

II. Procedures

- 1) Borrowers must be an enrolled Coquille Tribal Member or current Employees of the Tribe.
- 2) Borrowers must be 18 years of age.
- 3) Borrowers are required to fill out the Tribal Property Loan Agreement and provide proof of physical damage and liability insurance for borrowed equipment valued over \$5,000.
- 4) Borrowers must have prior written approval of a fully executed Tribal Property Loan Agreement before borrowing any tool or equipment.
- 5) Borrowers may only utilize the tools and equipment for personal use. No borrowed tools or equipment may be used for commercial or “for profit” ventures.
- 6) Borrowers agree to use the property or equipment at their own risk and understand that the Coquille Indian Tribe is not responsible for any damage or injury resulting from the borrower’s use of the property or equipment.
- 7) Tools and Equipment will be loaned on a first come first served basis and only when they are available and primarily on weekends. The Coquille Indian Tribe has the first priority for utilization of all tools and equipment and reserves the right to reject a loan agreement for any reason.
- 8) Tools and Equipment may be checked out during normal business hours and must be returned no later than 8AM the following work day morning. The Tribal Property Loan agreement must document that the property was returned in good condition with the borrower’s signature and date the property was returned. A public works staff member must sign and acknowledge that the property was returned in good condition.

III. Implementation

The Coquille Indian Tribe’s Public Works Department staff is responsible for the

implementation and enforcement of the policy.

The Public Works Department will make the Tribal Property Loan Agreement and Policy available on the Coquille Indian Tribal website and by request by Tribal Members.

The approval of the Tribal Property loan agreement must be approved by signature of one of the following individuals: The Executive Director, The Deputy Executive Director, or The Public Works Director or their designee.

IV. Tools and Equipment List:

Hand Tools: shovel, rake, post hole digger, post driver, axe, Pulaski, ladders.

Small Electric Tools: drill, sawsall, skilsaw, hand held grinder.

Small Power tools: weed eater, pressure washer, chain saw, limber, pole saw, push lawn mower, hedge trimmer, leaf blower, wood splitter, plate compactor.

Trailers: 12' single axle flatbed tilt trailer, 12' single axle cargo trailer, *BigTex double axel dump trailer, *20' double axle flatbed trailer.

*Double axle trailers require an electric brake actuator installed on the tow vehicle to meet DOT safety requirements for towing heavy trailers.

Tables & Chairs: From the Plank House facility.