

Bexar County Master Gardeners

SUBJECT: F-10 Use of BCMG Equipment

BACKGROUND:

Equipment purchased or donated to the Bexar County Master Gardeners (BCMG) is the property of the organization. Equipment essential in accomplishing activities is sometimes expensive and may be difficult to replace. When using property, volunteers and approved users are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Volunteers and users should notify the Office Manager if any equipment appears to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to those who use the equipment.

USE OF EQUIPMENT:

Equipment owned by BCMG is available for use at BCMG or Texas AgriLife Extension Service sponsored events. Personal use is prohibited.

Equipment must be checked out using the proper log and returned as soon as possible after the event. Equipment must also be checked back in using the proper log.

RATIONALE:

This policy is designed to ensure the proper care, usage, and tracking of equipment belonging to the BCMG.

DATE APPROVED: 18 July 2019

DATE REVIEWED: 9 September 2021