

# LaFayette District Occoneechee Council, BSA

## Procedure to request use of council property maintained by the district.

Procedure for units:

1. At least 30 days before the event the unit representative will send a request to the Key 3 at [key3@lafayettedistrict.org](mailto:key3@lafayettedistrict.org).
  - a. Request will identify the representative for the unit by name, email, and phone number, who will be responsible for coordinating with the District Quartermaster (QM). This will be a single person for the duration of use, including pick-up, turn-in, and any repair or replacement.
  - b. Only durable items may be requested; items consumed during use (expendables) will not be loaned; unit must budget for and purchase these items on their own.
  - c. The request will include the date equipment is needed for the event. Event may be multiple days (without break). Any break in time will be a separate request.
  - d. The using unit agrees to pay for cost of any lost or damaged items.
  - e. Council and District activities take precedence over unit activities, even if approval had been made before the council or district event request.
  - f. Use a copy of the inventory on the district web site as a guide for available equipment (<http://lafayettedistrict.org/Forms/Inventory-Loanable.pdf>).
2. The Key 3 will review the request and notify the QM by email ([quartermaster@lafayettedistrict.org](mailto:quartermaster@lafayettedistrict.org)) if the request is approved.
3. The QM will contact the requesting unit and arrange for pick up and return date and time.
4. The using unit is responsible for loading, transporting, and unloading of all equipment.
5. QM will inspect all equipment inspected upon return with the unit leader representative.
  - a. QM will report any noted damage to the Key 3 by email.
  - b. Key 3 will determine if the using unit will pay for cost of repair or replacement and notify the unit representative.
  - c. Repair and replacement will be coordinated with the QM.

## **LaFayette District Occoneechee Council, BSA**

### **Procedure to request use of council property maintained by the district.**

Procedure for district events (such as Camporee, Day Camp, training, etc.):

1. 90 days before the event the QM will provide to the event director a copy of the district inventory.
2. 60 days prior to the event, the QM will attend a planning meeting with event director / staff.
3. Required equipment will be determined during this meeting.
4. The QM will coordinate pick up and return of equipment.
5. QM will inspect all equipment inspected upon return with the event director.
  - a. QM will report and noted damage to the Key 3 by email.
  - b. Key 3 will determine if the cost of repair or replacement will come out of the event budget.
6. The event staff is responsible for loading, transporting, and unloading of all equipment.

**Loanable Items**

**LaFayette District**

| <b>Large / Bulk Items</b> |                    |                        |
|---------------------------|--------------------|------------------------|
| <b><u>Item</u></b>        | <b><u>Size</u></b> | <b><u>Quantity</u></b> |
| canopy's                  | 10 x 20            | 4                      |
| canopy's                  | 10 x 27            | 1                      |
| ez-ups                    | 12 x 12            | 6                      |
| ez-ups                    | 10 x 10            | 4                      |
| Ice Chest's               | 32 Qts             | 18                     |
| Water cooler's            | 5 Gal.             | 8                      |
| White Tables              | 6 foot             | 8                      |
| Brown Table               | 6 foot             | 1                      |
| Blue Tarps                | 8 x 10             | 11                     |
| American Flag             | 5x8                | 1                      |
| Mega Phone                |                    | 1                      |
| Hangers                   |                    | 20                     |
| White Eraser Board        | 20x18              | 1                      |
| Flip Chart Paper          | 2x3                | 2                      |
| Nature Posters            |                    | 6                      |
| Water Jugs                | 5gal               | 6                      |
| Thistle Rope              | 3/8's              | 500ft                  |
| Tot 5                     | #'s & Shapes       | Foam Mats              |
| Range Fence               | All Sizes          | 5 Rolls                |
| Table Covers              |                    | 3 Boxes                |
| Fire Starter Rebar        | 2 foot             | 5 Tubes                |
| Charcoal Chimneys         |                    | 12                     |
| Hand Wash Jugs            |                    | 2                      |
| Projector Screens         |                    | 3                      |
| Broom Sticks              |                    | 9                      |
| Shelter Poles             |                    | 6                      |
| 1x3                       | 10ft               | 3                      |
| Dowl 1 1/4                | 8ft                | 2                      |
| Bamboo Poles              |                    | 10                     |
| 4in PVC Pipe              | 10ft,8ft           | 2,2                    |
| 3in PVC Pipe              | 6ft                | 1                      |
| 2in PVC Pipe              | 4ft                | 2                      |
| 1/2in PVC Pipe            | 10ft               | 9                      |
| 3/4in PVC Pipe            | 10ft               | 1                      |

**Loanable Items**

**LaFayette District**

|                      |               |                   |
|----------------------|---------------|-------------------|
| Hula Hoops           | Assorted Size | 51                |
| Red Wagons           |               | 2                 |
| Bowling Balls        | Assorted lbs  | 8                 |
| Mini Shovels         |               | 2                 |
| Pitch Forks          | 6ft           | 2                 |
| Pitch Forks          | 2ft           | 2                 |
| Ring Toss (CAT)      |               | 1                 |
| Range Stakes         | 103 Total     | 3 Buckets         |
| Ring Toss (GHOST)    |               | 1                 |
| Canopy Tarps/Sides   |               |                   |
| Canopy Tarp          | 10x20         | 1                 |
| Bottle Caps          | 800ct         | 1 Container       |
| Wood Discs           | Assorted Size | many              |
| Empty Buckets        | 5gal          | 10                |
| Empty Buckets        | 10 Gal        | 4                 |
| Medic Cot            |               | 1                 |
| Plastic Fence Stakes |               | 12                |
| Metal Fence Stakes   |               | 6                 |
| Empty Sq Bucket      |               | 5                 |
| Swim Rings           |               | 6                 |
| Wooden Dowels 1 1/4  |               | Bucket Full       |
| Grey Tot             |               | Assorted Wood     |
| Display Boards       |               | 4                 |
| Easel Boards         |               | 4                 |
| Ez-ups Repair Parts  |               | 2 different sizes |
| Big High Way Cone's  |               | 5                 |
| Small Cone's         |               | 6                 |
| Metal Conduit        | 8ft 18ga      | 3                 |

**Small Items in Storage Totes**

| <u>Item</u>            | <u>Tote Location</u> | <u>Quantity</u> |
|------------------------|----------------------|-----------------|
| Mega phone             | B                    | 1               |
| Hot & cold read thermo | B                    | 1               |
| Hose splitter          | B                    | 1               |
| Net Poles              | C                    | 2               |
| Badminton set          | C                    | 2               |
| Volley Ball nets       | C                    | 2               |
| Constellation Viewers  | C                    | 1 Bag           |

**Loanable Items**

**LaFayette District**

|   |           |                     |
|---|-----------|---------------------|
| Ax Yard Tape                            | C         | 1 Bag / 1 Small Bag |
| small blue buckets                      | C         | 3                   |
| Surveying flags- orange                 | C         | 126                 |
| Boundary Domes                          | C         | 3                   |
| Large condiment bottles                 | D         | 5                   |
| Bells                                   | D         | 1                   |
| Bag of 2 jump ropes                     | W-Sports  | 1                   |
| Bags of marbles                         | W-Sports  | 2                   |
| Small pool                              | W-Sports  | 1                   |
| Touch Light                             | X- Sports | 3                   |
| Marble bags                             | X- Sports | 15                  |
| Med bean bags                           | X- Sports | 3                   |
| Small padded bat                        | X- Sports | 1                   |
| Hand grips                              | X- Sports | 1 set               |
| Baseball hard helmet                    | X- Sports | 1                   |
| Big plastic bat                         | X- Sports | 1                   |
| Large bean bags                         | X- Sports | 7                   |
| Tennis balls on string                  | X- Sports | 5 sets              |
| Small bean bags                         | X- Sports | 4                   |
| Golf balls                              | X- Sports | 51                  |
| Horseshoe stake                         | X- Sports | 1                   |
| High Pressure Air Pump                  | Y-Crafts  | 1                   |
| Bicycle Air Pump                        | Y-Crafts  | 1                   |
| 3/4 Elbows -13count / 3/4 T's 31count   | Y- Crafts | 1 Box               |
| 3/4 5" Long pipe 39 count & 3 bows      | Y- Crafts | 3                   |
| Box of safty assorted scissors          | Z-Crafts  | 1 box               |
| Box of crayons ( broken)                | Z-Crafts  | 2 boxes             |
| 6 Border scissors                       | Z-Crafts  | 1 bag               |
| #2 Pencils 50 count                     | Z-Crafts  | 1 box               |
| 1 Foot Rules 14ct. & No.2 Pencils 16ct. | Z-Crafts  | 1 Box               |