

## Policy for Loan of Universal Trail Assessment Process (UTAP) Trail Assessment Kit

### Kit Reservation:

When the kit will be needed, the trained UTAP Coordinator must call Parks and Trails New York at (518)434-1583 in order to reserve the kit and schedule its pick up and return.

### Duration of Loan:

The kit should be returned to the office within two weeks from the time of pick up. If the kit is needed for a longer period of time, then approval from Fran Gotcsik, Director of Programs & Policy is required at the time of initial reservation. Any UTAP Coordinators that keep kits longer than the two week period, who have not received special permission for an extended loan time, will be subject to losing their security deposit at the discretion of Parks & Trails New York.

### Deposit:

A security deposit of \$700.00 (replacement cost of the kit) is required any time the kit is loaned. It will be the responsibility of the UTAP Coordinator who borrows the kit to secure the deposit (in the form of a check written to Parks & Trails New York) and to ensure the safe return of all items in the kit in order to have the security deposit check returned uncashed.

If all or any part of the kit is missing or damaged, the check will be cashed in order to replace the missing or damaged items. The unused balance will be returned to the person who wrote the initial check once the kit has been fully restored.

### Transfer of Kit to Another Coordinator:

Parks & Trails New York acknowledges that in some instances it may be more reasonable for the kit to be transferred from one Coordinator to another rather than returned to the office. In order to do this in a manner that protects everyone, the following must occur:

- 1) Prior to transfer, kit reservations must be approved by Parks & Trails New York for **all** parties who will be receiving the kit.
- 2) The first person to use the kit should call Parks & Trails New York to verify that the second Coordinator has a valid reservation for the kit and that Parks & Trails New York is in possession of a security deposit from the second Coordinator **before transferring the kit to them**. If this is **not** done by the initial Coordinator, then *the initial Coordinator will remain responsible* for the kit until it is returned to Parks & Trails New York. The initial Coordinator's security check will be not be released until a complete, undamaged kit is returned to Parks & Trails New York **or** until a security deposit from the second Coordinator and a signed check list (see item 3) is in the possession of Parks & Trails New York.
- 3) At the time of the hand off, **both Coordinators must go through the kit together** to verify that all the contents of the kit are in the bag. They must complete the tool kit return check list (found on the clip board inside the bag) and

must **both sign** this form in order for the security deposit to be returned (in part or in whole) to the initial Coordinator.

- 4) **It is the initial Coordinator's responsibility to mail or fax the completed tool kit check list back to Parks & Trails New York in order to have their security deposit check returned.**
- 5) If there is to be an additional transfer, the same procedures outlined above must be followed. The final Coordinator must return the kit to Parks & Trails New York in order to have their deposit returned.

Kit Pick up and Return:

Parks & Trails New York is located at 29 Elk Street, Albany, NY 12207. Please call (518) 434-1583 if you wish to schedule pick up or drop off of the kit. If coming to the office is not convenient, you may ship the kit back to Parks & Trails New York at your expense. We require that you purchase confirmed delivery and insurance for \$700.00 when shipping the kit. Your security deposit will not be returned until the kit is in the possession of Parks & Trails New York. Please call and advise us if you will be returning the kit by mail, so that we can anticipate its return date to the office and schedule its use accordingly. We can also ship the kit to you, at your expense, after a check for shipping and handling is received in our office. Where the kit is being shipped to will determine the cost of shipping.