

# Coconino Amateur Radio Club

## Equipment Use Agreement

January 1, 2025

The Coconino Amateur Radio Club (CARC) has an extensive inventory of equipment designated for use by club members. Most of the equipment is stored in a 7'x14' trailer and designated shed located in Kachina Village. This equipment is available to any CARC club member in good standing. An inventory list (in Excel spreadsheet format), and signature form is attached at the end of this document.

### Agreement:

Any CARC member club may use the equipment (loaned) for their event at no charge. The club member agrees to the terms below:

- The trailer is the property of CARC and must remain a positive reflection of the club. No display of political, religious, or material unrelated to CARC or the Amateur Radio hobby is permitted.
- Damage to the trailer is the responsibility of the club member borrowing the trailer and is covered under the tow vehicle insurance. It is the responsibility of the driver to ensure their insurance will cover damage/accidents. **Proof of insurance is required!**
- Club member will be required to inventory and sign-off on equipment being loaned.
- The CARC equipment and trailer must be properly locked and secured while in the club member's possession. The member must also protect the CARC equipment/trailer from weather related damage.
- Loss/damage of equipment is the responsibility of the club member using the equipment. Electronic equipment and generators are included in the inventory that would be expensive to replace, so it is suggested that extra security measures be used to protect these items
- CARC is not responsible for any incidental damage or injury caused by use (improper or otherwise) of equipment/trailer while in the possession of the club member.
- CARC is not responsible for towing or impound fees if towed by police or private property owner. It is the member's responsibility to have permission for use on private property.
- The trailer and equipment must be returned in the condition it was loaned out in. Any damage or loss of equipment is the responsibility of the club member to fix or replace at CARC's discretion.
- The trailer must be re-packed exactly as received, for proper weight distribution for traveling.
- Be sure to repack the individual containers as you found them. This is especially true for the radio and generator equipment. Upper cabinets must be locked shut during travel to prevent them opening and spillage of contents.

For smaller events that do not require a lot of equipment, CARC can provide just the items needed (a few tables, chairs, etc.). In either case, this agreement will be in effect and the club member must sign off on inventory acquired.

Transporting the trailer to the event is the responsibility of the club member or may be arranged with a member with an appropriate vehicle and is subject to the following:

- a. You must have the proper sized vehicle to tow the trailer. Vehicle inspection will be confirmed by CARC personnel and all decisions are final. Contact CARC with your tow vehicle specifications prior to your event.
- b. To transport the trailer, you must have a tow vehicle with a minimum ½-ton towing capacity (a 3/4-ton vehicle is recommended). **An electric brake controller with 7-pin connector is required!!**
- c. The tow vehicle **MUST** be properly maintained and insured to cover trailer and contents. **Written proof of insurance is required!**

- d. The individual towing the trailer must have prior experience towing in Arizona's mountainous terrain and agree to any additional instructions provided by CARC personnel.
- e. Club member agrees to reload the trailer in the same manner in which it was delivered. **A load plan diagram will be provided.** Failure to do so could result in an unstable load with possible damage and/or injury.
- f. The trailer will be provided full. CARC does not provide a partially loaded trailer due to the packing requirements to keep everything balanced and in place during transport.
- g. **DO NOT** tape signs to inside or outside of trailer(s) surfaces. Tape residue is difficult to remove from these special surfaces. Club member will be charged a **\$100** "cleaning fee" if you ignore this rule.

**Upon Trailer Return:**

- a. PLEASE let us know in advance who is delivering and when you expect the trailer to be returned.
- b. ONLY the items provided are to be placed into the trailer. We do not accept unapproved "donations" of equipment not originally included with the delivery. So please, do not give us extra items (like your trash, old furniture, boxes, equipment, etc.) and expect CARC to use, dispose of or find room for them. If you have something you think CARC might want or use, please contact CARC first!
- c. Trailer, tables, chairs and other outside items, etc. must be returned in clean condition.

If unsure about something, please call – we don't bite!

**Contact:**

CARC President, Janice Enloe, ki6wck, ([ki6wck@gmail.com](mailto:ki6wck@gmail.com))

## CARC Equipment Loan Agreement

I, \_\_\_\_\_, agree to CARC's terms in using the equipment listed below for our event.

Club Member: \_\_\_\_\_

Event Location: \_\_\_\_\_

Printed Name/Callsign: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

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CARC Board Member Name: \_\_\_\_\_

CARC Approval Signature \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_