



CALIFORNIA FLY FISHERS UNLIMITED
Sacramento's Oldest Fly Fishing Club...Since 1962 www.cffu.org
N.C.C.F.F.F. Affiliate

EQUIPMENT CHECKOUT PROGRAM

PURPOSE: To provide CFFU owned equipment to club members at their request.

EQUIPMENT AVAILABLE: (5 COMPLETE SETS) Fly Rod
Fly Reel
Fly Line
Rod Case

ALL EQUIPMENT WILL BE LOANED AS A PACKAGE. NO INDIVIDUAL ITEMS WILL BE LOANED UNLESS IDENTIFIED AS SUCH ON THE EQUIPMENT INVENTORY.

All equipment within a package will be assigned an individual number beginning with "CFFU #1" through CFFU #5

In the event there are individual items left over after the packages are assembled, they will be numbered in sequence and listed on the inventory for assignment.

ASSIGNMENT PROCEDURE: The club member will contact their designated mentor or a member of the mentoring staff requesting to checkout club equipment. The assigned Mentor will check out the equipment if he/she is available. If they are not available, the member will be directed to the Mentoring chairman or a member of the Board who will check out the equipment.

The Equipment Issuance binder (stored in the club locker at Camp Pollock) will be consulted to determine which equipment is available for checkout. This is accomplished by reviewing the Equipment Checkout & Waiver forms to determine which equipment is available.

If the appropriate equipment is in inventory, the master checkout list will be consulted to determine if the equipment is available.

If the equipment is available, the member will complete and sign the equipment checkout waiver after which the equipment is given to the member.

Equipment is checked out for a maximum of 60 days. This may be extended if no other member is waiting for equipment. If the time is extended, this is treated as a new checkout and a new waiver must be completed.

EQUIPMENT WILL ONLY BE CHECKED OUT DURING THE CLUB'S MONTHLY MEETING AT CAMP POLLOCK.

EQUIPMENT RETURN PROCEDURE:

EQUIPMENT WILL ONLY BE CHECKED IN DURING THE CLUB'S MONTHLY MEETING AT CAMP POLLOCK.

All assigned equipment will be returned at the same time. If the member assigned the equipment does not have the package together, return will be refused until the member has all of the equipment together.

The mentor/member receiving the equipment will verify it is the proper equipment by verifying the number on all pieces.

The mentor/member receiving the equipment will then inspect each part to ensure it is serviceable and returned in the same condition it was checked out in.

Sign the most current checkout waiver acknowledging receipt of the equipment and lock it in the clubs locker at Camp Pollock.

All documents regarding the checkout of club equipment will be maintained in a 3-ring binder and kept in the club locker at Camp Pollock.

Attachments: Master Equipment Inventory
 Checkout Waiver

Adopted by CFFU Board on 10/4/10



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EQUIPMENT CHECKOUT & WAIVER

Revised 10-4-2010

CFFU EQUIPMENT #: _____

MEMBER NAME
HOME ADDRESS
CITY / ZIP CODE
TELEPHONE
E MAIL
MEMBER SIGNATURE RECEIVING EQUIPMENT

EQUIPMENT CHECKED OUT BY: (PRINT NAME)
SIGNATURE
DATE / TIME CHECKED OUT
CONDITION OF EQUIPMENT GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> NEEDS REPAIR <input type="checkbox"/>
DATE EQUIPMENT DUE BACK

I, _____ ACKNOWLEDGE THAT I AM BORROWING THE ABOVE DESCRIBED EQUIPMENT FROM **CALIFORNIA FLY FISHERS UNLIMITED (CFFU)** FOR AN INITIAL PERIOD OF 60 DAYS. THIS TIME MAY BE EXTENDED WITH THE AGREEMENT OF BOTH PARTIES.

I HAVE RECEIVED THE EQUIPMENT IN SERVICEABLE CONDITION. I AGREE THAT ANY LOSS OR DAMAGE DUE TO NEGLIGENCE OR NEGLECT IS MY RESPONSIBILITY AND I WILL BE RESPONSIBLE FOR THE COST OF THE REPAIR OR REPLACEMENT AT THE DISCRETION OF THE BOARD OF DIRECTORS OF **CFFU**.

I FURTHER AGREE TO RETURN THE EQUIPMENT ON OR BEFORE THE ABOVE DATE. IF I AM UNABLE TO RETURN IT ON TIME, I WILL NOTIFY THE MEMBER WHO CHECKED THE EQUIPMENT OUT TO ME VIA E MAIL OR TELEPHONE AND PROVIDE A DATE WHEN THE EQUIPMENT WILL BE RETURNED.

MEMBER CHECKING EQUIPMENT IN:
SIGNATURE
MEMBER RETURNING EQUIPMENT(SIGNATURE)

DATE / TIME EQUIPMENT CHECKED IN:
CONDITION OF EQUIPMENT GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> NEEDS REPAIR <input type="checkbox"/>



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MASTER EQUIPMENT INVENTORY LIST

Revised 10-4-2010

EQUIPMENT / PACKAGE **CFFU #1**

DESCRIPTION / CONDITION

FLY ROD: _____
FLY REEL: _____
FLY LINE: _____
ROD CASE _____

COMMENTS / DESCRIBE ANY DEFECTS

EQUIPMENT / PACKAGE # **CFFU #2**

DESCRIPTION / CONDITION

FLY ROD: _____
FLY REEL: _____
FLY LINE: _____
ROD CASE _____

COMMENTS / DESCRIBE ANY DEFECTS

EQUIPMENT / PACKAGE # **CFFU #3**

DESCRIPTION / CONDITION

FLY ROD: _____

FLY REEL: _____

FLY LINE: _____

ROD CASE _____

COMMENTS / DESCRIBE ANY DEFECTS

EQUIPMENT / PACKAGE # **CFFU #4**

DESCRIPTION / CONDITION

FLY ROD: _____

FLY REEL: _____

FLY LINE: _____

ROD CASE _____

COMMENTS / DESCRIBE ANY DEFECTS

EQUIPMENT / PACKAGE # **CFFU #5**

DESCRIPTION / CONDITION

FLY ROD: _____

FLY REEL: _____

FLY LINE: _____

ROD CASE _____

COMMENTS / DESCRIBE ANY DEFECTS