

## AARA Equipment Loan Policy

### I. General

This policy provides the means by which selected AARA equipment may be loaned to individuals and/or organizations. It also covers the usage of AARA equipment by members and non-members.

The Board of Directors is responsible for insuring that the equipment Check-Out procedure is followed.

### II. Equipment Check-Out

Selected AARA equipment (see Part V) may be loaned to AARA members who are full-time employees and to organizations/individuals authorized by the Board of Directors.

Any AARA equipment to be taken out of its resident Alcatel building or off the Alcatel campus must be checked out.

Check-out is accomplished by filling out the appropriate paperwork with the signature of an AARA officer.

Checkout paperwork may be bypassed under unusual circumstances but must have the verbal authorization of two AARA officers.

AARA equipment removed from its resident Alcatel building must be logged out at the Alcatel security station.

### III. Equipment Usage – Members

All AARA equipment on the checkout list may be used by any AARA member.

### IV. Property Usage – Non-Members

Usage of AARA equipment by non-members or other organizations must have approval of the Board of Directors.

Non-members and organizations requesting use of AARA property must be sponsored by an AARA full member.

The sponsoring member must be responsible for the equipment while in use by the sponsored person/organization. An AARA full member must be present if any person using AARA transmitting equipment is not licensed, or whose level of license is not adequate for the intended use.

Incidental usage of AARA equipment by non-members, such as a non-member using a radio borrowed by a member for personal use, does not fall under this Check-Out Policy.

Usage of AARA equipment in recognized AARA activities by non-members, such as Field Day, does not fall under this Check-Out Policy.

#### IV. Property Storage Off-Campus

Some AARA equipment, by its nature, may be stored at a member's home residence instead of in an Alcatel building.

The member storing AARA equipment off-campus must be an AARA full member. The equipment must be "checked-out" before it can be stored off Alcatel premises. The period of time of this storage is open-ended.

Removal of home-stored equipment from its normal resident location must follow the equipment check-out policy as specified in part II of this policy, and must follow equipment usage policy as specified in part III of this policy.

#### V. Designation of Equipment for Loan

The AARA Board of Directors shall be responsible for establishing the list of AARA equipment (checkout list) which may be loaned. The VP of Operations shall be responsible for the administration of the equipment loan policy.

Issue 2.0 7/19/01