

CHECK-OUT / CHECK-IN

PROCEDURES

- ✪ Call Gayle, Melinda or Janice for an appointment at our storage locker to pick-up equipment.
- ✪ Equipment will be clean and ready for use.
- ✪ Items selected will be noted on duplicate check-out sheets.
- ✪ Review check-out sheets and sign (along with a signature from Gayle, Melinda or Janice.) Take one sheet with you, the other remains in the storage locker.
- ✪ Note that Rally items are due back at the Storage locker no later than ONE WEEK after Rally/Event Completion. Be sure to call ahead for a check-in time.
- ✪ ALL ITEMS ARE TO BE RETURNED WASHED CLEAN AND READY FOR USE. ALL LABELS MUST BE REMOVED, ALL DUST, MUD, & DIRT MUST BE WIPED OFF. ALL TEAM KITS (HUMAN FIRST AID, EQUINE FIRST AID, UTILITY, TACK CLEANING) MUST BE COMPLETE & NEATLY ORGANIZED. SNAPS MUST BE ATTACHED TO ALL LARGE BUCKETS.
- ✪ All team members are expected to take good care of Sierra Gold Pony Club team rally equipment and event items.
- ✪ It will be the responsibility of the entire team to replace any lost items.
- ✪ ALL team members are to participate in the clean-up procedure.....Yes, at the end of a rally you are either freezing cold and TIRED or hot & dusty and TIRED, but taking the final ½ hour required to clean rally equipment will ensure that our equipment will remain in good condition for many years and will keep our club expenses to a MINIMUM.
- ✪ Disposable cleaning cloths will be available for team use.