Trailer Use Memorandum of Agreement

Date_____ Location_____

Between _____ and _____
(Trailer Manager) (Trailer User)

Purpose: The purpose of this agreement is to outline the responsibilities of the parties involved with respect to the maintenance, care, and condition of the outreach trailer.

Trailer Manager Will:
- Conduct a joint initial inventory at time of sign-out
- Conduct a physical inspection of the trailer and equipment at the time of sign-out
- Provide instruction on equipment inside the trailer
- Assist volunteer if any equipment malfunctions or breaks
- Conduct a joint inventory at the time of sign-in
- Conduct a joint physical inspection at the time of sign-in

Trailer User Will:
- Secure the trailer during time of possession using provided locks
- Report any damaged, broken, or lost equipment to the trailer manager
- Pay for repairs or replace any equipment that was damaged, broken, or lost during time of possession
- Trailer user and tow vehicle owner are responsible to repair any damage to the trailer which occurred during time of possession.
- Tow vehicle is responsible for insurance during transportation. Should something happen during that time, the vehicle's insurance is liable for all damages.

Both parties understand that everyone involved is working on a volunteer basis, and that to continue this program, the trailer and all equipment must be kept in working order.

_____
Trailer Manager Signature

_____
Chapter/Trailer User Signature Printed Name Phone

_____
Address City State Zip