

Richmondshire CVA Community Equipment Loan Bank Listing

Equipment	Description
Laptops (all Microsoft)	A range of modern laptops all Microsoft Office 2010 enabled, DVD and / or SD card reader, Adobe Reader, MS PowerPoint Viewer, USB and / or HDMI, Wi-Fi enabled
Multi-Media Projectors	Digital Multi-media projectors, some with direct USB input for showing pictures, remote control
Projection Screens	Portable floor/desk screens in pull-up or tripod mounting, sizes range from small 48" width (122cms) up to large 80" width (203cms – 100"diagonal)
Remote Pointing Device	For remote PowerPoint slide advance, with pointer
Portable Printers	for use with laptops, Inkjet portable printers (mains operated)
Loudspeakers	Small or large powered speakers
Extension Cables & Reels	Various extension cables and extension reels
Extension wiring floor covers	Various lengths (overlays cable to prevent trip hazard)
Public Address Systems	Small, medium and large PA systems, some with full wireless microphone connections
PA Microphones / Leads	A range of wired and wireless microphones, together with connecting and extension leads
Hearing Loop Systems	Small table top hearing loop or large (full room) hearing loop systems (suitable for conferences)
Digital Camera	A modern 25 megapixel camera complete with digital zoom and with SD card
Flip Chart Stand	Easel type flip chart stand with flip chart pad & pens
Display Boards	Various display boards, table top and floor standing
Overhead Projector	Overhead Projector suitable for flat acetate projection
Camcorder	Hard drive Camcorder
Touch Pad & Rollerball Mouse	Disability friendly PC mouse (PS2)
Keyboards	Disability friendly keyboard (PS2)
Reference Books / Miscellaneous	Various reference books & reports

If you do not see a particular item which you require for your event or project listed above please speak with us as we may still be able to assist.

A minimum £5 charge per hire for voluntary and community groups is applied to assist with insurance and maintenance costs.

Please ensure that you read our Community Equipment Loan Bank terms and conditions below.

Equipment for the Loan Bank is funded from the Big Lottery Fund



RCVA COMMUNITY EQUIPMENT LOAN BANK



HIRE / LOAN AGREEMENT

The Community Equipment Loan Bank scheme is made available for the benefit of voluntary groups and organisations operating in Richmondshire that have charitable aims and objectives but do not need to have formal registered charity status. Any organisations and / or individuals loaning equipment must be registered as members of Richmondshire Community and Voluntary Action (RCVA).

RCVA currently applies just a small charge for using equipment from the Community Equipment Loan Bank. Any additional donations to assist with maintenance and insurance would be appreciated. Please donate direct to us or through our Local Giving link...
<http://localgiving.com/charity/RCVA>

Equipment may be hired out to other organisations, statutory authorities or business users where it is shown that the use of the equipment is generally for the benefit of the wider community e.g. for public meetings, engagement events, training, etc, and that hirers agree to pay a minimum charge of £10.00 per item towards the upkeep and insurance of the equipment (note: multiple loaned item charges are negotiable).

TERMS AND CONDITIONS

- Hirer's shall ensure that any equipment is suitable for their needs and that it is received in good condition at the beginning of the loan period and is returned to RCVA in a similar satisfactory condition at the end of the loan.
- Hirer's shall ensure that they are familiar with the operation and use of any supplied equipment, in particular projector shut down & bulb cooling, and will advise RCVA prior to any loan if they are not sure of equipment operation and / or require technical support or instructions on the use of the equipment, over and above that supplied.
- Any faults encountered must be reported immediately by telephoning RCVA on 01748-822335 or by sending an e-mail direct to mary.rcvs@virgin.net.
- No hirer shall install, modify or adapt any software or programmes on any loan equipment or laptop computer without prior permission from RCVA.
- All documents, files, folders, media or presentations temporarily installed on hard drives or desktops by any hirer must be deleted or removed before a laptop computer is returned. Additionally, RCVA accepts no responsibility for securing / returning any items which may be left on or with the equipment, including CD's, DVD's, memory sticks, etc left in any carry bag.
- Changes, alterations to settings, modifications or repairs are not allowed to any item of equipment and RCVA will require reimbursement for replacing any unreturned or lost power and connection leads / cables.
- All equipment must be returned by the agreed date or an extension of loan agreed with the RCVA otherwise a late charge of £25.00 may be levied.
- Each hirer agrees to pay any hire charge applicable at the time of hire.
- All hirer's agree to provide written monitoring and evaluation of use feedback to RCVA on the form provided for each and every hire.
- All hirer's agree to be registered as members of the RCVA (free of charge).
- Richmondshire Community and Voluntary Action are unable to accept responsibility for the failure or breakdown of any equipment which affects or prevent any intended use, display or presentation during a loan period.