

Township of Atikokan POLICY

Topic: Porta-Potty Rental

Date: 16 January 2006

By: Radu Apavaloae, Public Works Director

Rev.: 1

Scope

This policy applies to any group, or person external to the corporation, wishing to rent the Township-owned porta-potties.

Purpose

The purpose of this policy is to ensure rental fees are consistent, reasonable, and financially sustainable for the Public Works Department.

Policy

Porta-potty rental fees shall be as follows:

- \$150 per porta-potty for any period up to one week. This fee includes delivery and pickup from and to the Public Works yard. This fee also includes pumping-out of the porta-potty.
- \$50 for each additional week or portion thereof, which includes one pump-out per week.
- Any additional pump-outs will be charged at actual cost.

Porta-potties shall be rented under the following terms:

- Delivery and pickup will only occur during Public Works normal work hours. If the Public Works schedule does not permit delivery on the specified date, delivery may happen earlier at no extra charge to the customer.
- Weekend delivery or pumping will be charged at actual cost, and in addition to the rental fees above.
- Arrangements must be made via written request at least two weeks in advance. Rental will be on a first-come, first-served basis.
- Internal uses of the porta-potties shall take precedence over external requests. However, scheduled bookings will be honoured.

Approved by resolution # _____, 16 January 2006

Porta Potty Rental Forms

RENTAL DATE: TO: _____

FROM: _____

NAME: _____

ORGANIZATION: _____

EVENT ADDRESS: _____

BILLING ADDRESS: _____

NO. REQUESTED: 1 2 3 4

FEES PER UNIT: \$150 PER WEEK AND \$50 PER WEEK THEREAFTER

RENTAL FEES: _____

GST: _____

TOTAL RENTAL FEES: _____

TERMS AND CONDITIONS: Delivery and pick-up of rented units will only occur during Public Works normal work hours. If delivery can't be performed on the specified date, delivery may happen earlier at no extra charge to the customer. Weekend delivery or pumping will be charged at actual cost, and in addition to the rental fees above. Arrangements must be made via written request at least two weeks in advance and will be on a first come first serve basis. Internal uses of the rented units shall take precedence over external requests. However, scheduled bookings will be honoured. The person, (rentor), will be held solely responsible for any damage or loss that may occur while in possession of the rented units and will be liable for all costs associated with replacement or repair of the damaged or lost units.

DATE

SIGNATURE

For Internal Use Only

Date Delivered: _____

Labour _____ hrs. @ _____ /hr.

Delivered By: _____

Equipment _____ hrs. @ _____ /hr.

Pick up Date: _____

Picked up By: _____

Remarks: _____

**THE CORPORATION OF THE TOWNSHIP OF ATIKOKAN
COUNCIL RESOLUTION**

Date: January 16, 2006

Moved by *David Maynard*

Seconded by *Marlene Davidson*

BE IT RESOLVED that the Rental Policy for Porta-Potties, as attached, be approved as written.

RECORDED VOTE	COUNCIL MEMBER			
	YEA	NAY	CARRIED	DEFEATED
DAVIDSON, Marlene				
DURAND, Sherwin				
LAMBKIN, Marj				
MAKARENKO, Mary				
MAYNARD, David				
VIDDAL, Charles				
BROWN, Dennis				

RESOLUTION NO. 06/106

CARRIED BY ... *Dennis Brown*

cc bc Policy manual