

Villages Archery Club Shop Resources Borrowing Procedure

- Club members are allowed to borrow archery resources (excluding hand tools) for off-site use for a period not exceeding five (5) days.
- Resource borrowing will operate under, and be controlled by, the “honor system”.
- Club members will record all items borrowed on the sign-out sheet hanging on the shop wall.
- Where items have ID numbers, the ID numbers will be included as part of the sign-out record.
- Borrowed Items without ID numbers (arrows, arm guards, etc.) will be listed on the sign-out sheet by name or description, and quantity borrowed.
- When items are returned, the club member will enter the “returned” date on the sign-out sheet.
- If a borrowed item is broken or needs repair, the club member will leave the item on the shop bench, AND submit a Repair Request Form using the designated link on the Club website. Repair requests are not required for defective arrows; continue to place them in the white tube attached to the end of the shop bench.