

9-23-2021

Villages Archery Club Dudley Range Equipment Borrowing Procedure

- Club members are allowed to borrow archery resources (excluding hand tools) for on-site use on Tuesdays, Thursdays, & Fridays between 10AM -12PM and items borrowed must be returned on the next Checkout day. A valid Archery Club ID card must be presented at time of checkout and check-in to allow access to the Storage room
- Resource borrowing will operate under, and be controlled by a Archery Club volunteer to allow access to the equipment. In the event a volunteer is not present for some reason then items can be checked out or in on the next scheduled day.
- Club members will record all items borrowed on the sign-out sheet hanging on the shop wall. If Targets are taken from storage please remove them when done shooting and take them home for reuse on your next visit.
- Where items have ID numbers (BOWS), 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 returning arrows put them in the tube that has the same color band as the arrows. Please only checkout 7 arrows at a time.
- 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 floor below the hung bows, AND submit a Repair Request Form using the designated link on the Club website please specify Dudley Range Repairs on the request. Repair requests are not required for defective arrows; Please place them in the bucket near the arrow storage tubes.