

READ & REVIEW
Rental Protocol for Poultry Processing Units

1. Complete the reservation request form on the website to indicate which equipment you would like to use and what dates you are interested in using it. Please note, poultry equipment is rented on a Th-M schedule. Hand tools are rented for periods of one full week. **Rental check-out and check-in times are by appointment only.**
2. Within 3 business days, if your desired date is available, you will receive a confirmation email with further rental information. TCD Staff will contact you directly to schedule a check-out appointment one week prior to your reservation date. It is crucial to this service to adhere to scheduled rental appointments.
3. In the two weeks prior to your rental date, you will receive a PayPal invoice. Once you pay the invoice you will receive an email with more information about the check-out and check-in process. You must pay your invoice to move forward with your rental.
4. On the day of your reservation, you must check-in at the office when you arrive. **Do not enter the equipment yard until directed to do so.** A TCD Staff person will support you in collecting the equipment. **For Poultry Equipment, please expect to spend up to 20 minutes going over safety, use, and biosecurity. You will be required to schedule a check-in appointment at this time for returning the equipment.**
5. For the Poultry Processing Equipment trailer, you will need a 2-inch ball hitch and a 4-way flat-end electrical hookup. Please be advised, you are responsible for securing the equipment to your vehicle, and you **must have working electrical** hook-ups for indicator, brake, and running lights.
6. Once you receive the equipment, please note its placement in the trailer for loading when you are finished. All components must be cleaned according to the bio-safety cleaning procedures that will have been sent to you and are provided in a binder with the equipment.
7. If the equipment is damaged while in your possession, please send an email to arichardson@thurstoncd.com describing the damage. This may include sending photos.
8. If the equipment is not working correctly or broken, please call the office at (360) 754-3588 as soon as possible during business hours. **Do not proceed with using broken equipment or attempting fixes yourself.** Staff will work to problem solve and reschedule your reservation if needed.
9. When you are done using the equipment, you must clean the equipment thoroughly according to the bio-safety procedures before returning it. **A cleaning fee will be charged if you do not, and you may be ineligible to rent from TCD in the future.**
10. On the date of your return, **please make sure that you are punctual for your check-in appointment.** You must check-in at the office upon arrival. Do not enter the equipment yard until directed to do so. **Please expect to spend up to 20 minutes reviewing returned equipment with staff.** If there are any urgent, emergent changes needed in your rental appointments, please connect with staff as soon as possible at (360) 754-3588.

11. **Please note**, failure to return the equipment or deliver it to the designated location at the designated time shall result in a late penalty of \$50, or a retrieval penalty of \$175. Renter agrees to follow the cleaning and biosecurity procedures. Borrower agrees to return the equipment in a clean, sanitized, and usable condition. A refundable amount of \$50 will be returned only after the equipment has been inspected and verified clean and complete by TCD staff. Repeated failures to return the equipment to the agreed-upon standard will result in ineligibility to further rent equipment from TCD.