



## USE OF DDA-OWNED EQUIPMENT & SUPPLIES POLICY

### Purpose:

The DDA maintains an inventory of equipment and supplies (including canopies, tables, and chairs) to support the operations of the Gladstone Farmers Market. This policy establishes guidelines for the use of these materials for purposes beyond Farmers Market activities.

### Policy:

1. **Primary Use:** DDA-owned inventory is intended primarily for the Farmers Market. Use of these materials for other purposes is not guaranteed.
2. **DDA Use:** The DDA reserves the right to use its equipment and supplies for any activities or events sponsored or organized by the DDA, regardless of the inventory's primary use for the Farmers Market.
3. **Lending of Supplies:** The DDA may lend its equipment and supplies for non-Farmers Market events or purposes, subject to DDA Board approval.
4. **Exceptions:** Any exception to the primary use of DDA inventory must be reviewed and approved by the DDA Board. Staff does not have the authority to grant exceptions, except in the case of City of Gladstone sponsored events.
5. **In-Kind Sponsorships:** The DDA may choose to lend equipment as part of an in-kind sponsorship for a community event. These decisions are made on a case-by-case basis at the discretion of the DDA Board.
6. **Responsibility:** Organizations borrowing DDA-owned supplies must comply with all conditions established by the DDA, including care, setup, return requirements, and timelines. Any items damaged during use must be repaired or replaced at the expense of the borrowing organization. Borrowed items must be returned to the DDA within 24 hours unless an exception has been granted.
7. **Limitations:** The DDA reserves the right to deny requests if fulfilling them would compromise Farmers Market operations, exceed staff capacity, or deplete inventory.

A handwritten signature in black ink that reads "Jay Botwinz".

DDA Chairperson

January 12, 2026

Date of Adoption