

Georgian South District Pop Up Tent Borrower's Responsibility Agreement



Purpose

The Georgian South District Pop-Up Tent has been purchased to promote Freemasonry and to support the Lodges, Associations, and Concordant Bodies of Georgian South District at community events, charitable activities, parades, festivals, open houses, and other public engagements.

The tent and accompanying promotional materials are shared District assets. Every organization using them accepts responsibility for ensuring they remain in excellent condition for future use.

Borrower's Responsibilities

By accepting this agreement, the borrowing organization agrees to the following responsibilities:

1. Care of Equipment

The borrowing organization agrees to:

- Exercise reasonable care of the tent, carrying bags, totes, promotional literature, banners, flags, tables, and any accompanying equipment.
- Ensure the tent is properly secured during use with the provided weights or stakes where appropriate.
- Ensure the equipment is not damaged from wind.
- Never leave the tent unattended during public events.
- Return all equipment clean, complete, dry, and in good working condition.

2. Wet Weather Procedures

To prevent mildew, rust, and permanent damage:

- **The tent shall NEVER be packed away while wet or damp.**
- If the tent becomes wet during an event, the borrowing organization agrees to:
 - Transport the tent home or to a suitable location.
 - Set the tent up again as soon as possible.
 - Fully open and extend the canopy.
 - Extend the metal frame completely so moisture inside the framework can dry thoroughly.
 - Allow the canopy and frame to dry completely before folding and storing.

- Failure to properly dry the tent may result in permanent damage and unnecessary replacement costs.

3. Damage Reporting

The borrowing organization agrees to immediately report:

- Torn fabric.
- Bent or damaged frame components.
- Missing hardware.
- Broken carrying bags.
- Missing accessories.
- Any damage, regardless of how minor it may appear.

Prompt reporting allows repairs to be completed before the next scheduled event.

4. Inventory

Before returning the equipment, the borrowing organization agrees to ensure all supplied items are returned.

If any items are missing, damaged, or unusable, they will be reported immediately.

5. Promotional Literature

The District provides informational brochures and promotional material for public distribution.

The borrowing organization agrees to:

- Monitor literature quantities throughout the event.
- Report when supplies are running low.
- Return any unused literature neatly packaged.
- Never discard unused promotional materials unless instructed to do so.

6. Public Engagement Feedback

To help Georgian South District improve future community outreach, the borrowing organization agrees to provide a brief summary following the event, including:

- Estimated attendance.
- Number of meaningful conversations.
- General public response.
- Frequently asked questions.

- Interest shown in Freemasonry.
- Requests for additional information.
- Suggestions for improving future displays and literature.
- Any notable success stories or memorable interactions.
- Any challenges with the equipment.
- Any challenging conversations or confrontations with guests.

This feedback assists the District in evaluating outreach efforts and enhancing future community engagement.

7. Return of Equipment

The borrowing organization agrees to:

- Return the tent and all accompanying equipment promptly following the event as outlined on their sign out agreement, unless other arrangements have been made.
- Return the equipment clean, dry, and ready for the next organization to quickly pick it up for use.
- Advise the District representative immediately if there will be any delay in returning the equipment.

Acknowledgement

I acknowledge that the Georgian South District Pop-Up Tent and all accompanying materials are District property intended for the benefit of all Lodges, Associations, and Georgian South District based Concordant Bodies.

I acknowledge and accept the responsibility as outlined in the aforementioned agreement for ensuring the equipment is cared for properly, returned in good condition, and that any damage or shortages are reported immediately.

I further acknowledge my responsibility to ensure the tent is never stored while wet and that it is completely dried—including fully extending the internal metal frame—before being packed away.

By checking the box, I agree to these responsibilities on behalf of my Lodge, Association, or Concordant Body.