1. Preamble

1.1 This procedure has been developed to provide guidelines and expectations pertaining to requesting loaner stock and inventory.

2. Loaner Stock Inventory

2.1 The following items are available to the system:
   - chairs (standard stacking chairs - plastic & wooden);
   - tables (folding plastic and non-folding wooden tops with metal legs approx. 4'x3');
   - portable stage (consists of 12 platforms each 4'x8'x16/24", 3 platforms each 4'x8'x16/24", 2 sets of stairs, and stage skirting)

3. How to Request Loaner Stock

3.1 Complete the Courier Request form electronically located at Procurement Services website:

   https://staff.wrdsb.ca/procurement-services/board-courier-service-requisition/

3.2 Indicate item(s), quantity and expected delivery/return dates on form.

3.3 For assistance please contact the Distribution Services at 519-570-0003, ext 4452.

4. Delivery

4.1 Custodians shall be advised of delivery/pick up time by the requestor.

4.2 Loaner stock will arrive and be picked up on the scheduled days using the Board's courier service.

4.3 Upon return please ensure all items are stacked and secured:
   - tables in stacks of 5;
   - blue chairs in stacks of 25;
   - wooden/other chairs in stacks of 10