

**POLICIES**  
CITT DMTE Recycling Center

- A family member or guardian of the person needing the equipment (or relative or friend willing to assume financial responsibility for its return) may take out the equipment.
- There should be a referring therapist for any equipment borrowed to ensure proper instructions and safety use of said equipment.
- Lending forms should be completed with signatures of parent or guardian. It must also include the name of the referring therapist, place of work, contact number and her/his signature. Please fax lending forms to CITT FAX: 1-866-540-8922.
- A doctor's prescription is required for any equipment with wheels.
- Equipment may be borrowed for a 3 month period. At that time we will check to determine how much longer you may need the equipment. You may re-check and request for an extension.
- Equipment is given out in good condition and should be returned in good condition.
- Equipment is clean at the time it is given out and should be cleaned before being returned to us.
- We do not make deliveries or pick-up.