

## **Borrowing Rules and Disclaimer - Southeast Portland Tool Library**

1. Only residents of Southeast Portland living within the service area of Southeast Uplift (SEUplift) and who are over the age of 18 years are eligible to borrow tools from the Southeast Portland Tool Library (SEPTL).
2. Borrowers must register with SEPTL prior to borrowing tools. Registration includes verification of the borrower's identity and home address. We will need to see a valid government-issued photo ID and a utility bill, mortgage statement, lease agreement, or similar, displaying a qualifying address. Additionally, the borrower must sign a form of RELEASE, WAIVER AND INDEMNIFICATION (the "Borrowing Agreement") to be provided by the Library.
3. By taking possession of any item, the borrower is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the borrower is authorized to use SEPTL tools. The borrower shall not permit the use of items checked out to them by any other person unless by the express permission of the SEPTL.
5. SEPTL tools are for personal use by owners or renters to repair or improve their own residences or businesses, and may not be used for commercial purposes (i.e., for for-hire contracting or trade work).
6. We at the SEPTL are your neighbors, and to be clear, we are not in any way tool experts. This means we are not able to assess either the internal or the external condition of a tool, and by lending a tool to you, we are in no way claiming that the tool is safe for you to use. By signing this document, you are agreeing that neither we, nor our assigns or successors, can be held responsible for any injuries, deaths, property damage, or any other consequences of the use, or the transport, of our tools.
7. The borrower agrees that SEPTL is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
8. The borrower agrees that if any borrowed tool is or becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the tool and notify SEPTL of the issue on return.
9. All tools borrowed are to be returned to the Library before the return deadline (one hour after opening time, one week after borrowing). Tools may only be returned during SEPTL open hours. Late fines, posted in the Library, will be levied for each item kept past the loan period.
10. To request a loan renewal you must come into the Library with the tool before the return deadline defined above, and speak with a SEPTL volunteer. Permission may be granted, however the Library may need to refuse or limit renewals based on demand for those tools.
11. All items are first come, first served. Tools can not be reserved..
12. Borrower understands and accepts that in an effort to maximize availability of tools to all Members, SEPTL may send emails as a reminder when borrowed tools' return dates are approaching.
13. Items are to be returned clean and in the same condition as they were issued, barring normal wear and tear. The borrower agrees to pay for the loss of or damage to any item and further agrees to accept SEPTL staff's assessment of condition of items and to further agree to SEPTL staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or in total. This restitution amount could equal replacement cost of the item plus handling and processing fees.
14. When tools are not returned by the designated due date, the SEPTL will issue an overdue notice by phone call, email, or letter. If the tools are not returned after the notice has been sent, appropriate steps will be taken to retrieve them, including the use of a collection agency and/or legal action. SEPTL may replace severely delinquent tools, holding borrower responsible for full replacement cost plus applicable handling and processing fees. Fines must be paid in full before borrowing additional items.
15. SEPTL retains the right to refuse to loan any item to any person for any reason whatsoever.