



Arlington/Fairfax/Falls Church

## Tool Library User Agreement

Rebuilding Together AFF's "Tool Library" allows approved Project Leaders to borrow a limited number of specialized tools at no charge. Some tools in the Tool Library are RT-AFF's; others are owned by volunteers who have agreed to lend their tools. Each tool has a designated "Custodian" who maintains the tool at a location of their choice. RT-AFF provides Project Leaders access to the list of available tools, the general location of each tool, and how to contact the Custodian. To borrow a tool, Project Leaders contact the Custodian directly to arrange pickup and return of the tool. Tools that pose special risks or require special skills will only be available if "the operator comes with the tool."

By completing and signing this form I request to join RT-AFF's Tool Library and agree to the terms of use set forth below:

### The Custodian of each tool in RT-AFF's Tool Library agrees to:

1. Clearly mark the tool's ownership and keep it in a secure location.
2. Maintain the tool in good working order with appropriate bits, blades, and supplies.
3. Request reimbursement from RT-AFF of tool-related expenses, supported by receipts.
4. Respond to a Borrower's request to borrow a tool within 24 hours, if possible.
5. Coordinate with the Borrower to schedule the tool's pickup and return.
6. Brief the Borrower on the tool's use and safety measures, as appropriate.
7. If you are an "operator who comes with the tool," try to accommodate the Borrower's schedule.
8. Report any problems encountered with a Borrower to RT-AFF.

### The Borrower of each tool in RT-AFF's Tool Library agrees to:

1. Coordinate with the tool Custodian to schedule the tool's pickup and return (or to schedule a convenient time if the "operator comes with the tool").
2. Keep the tool in a secure location and use it for its intended use.
3. Ensure that any person who uses any tool is qualified in its safe use.
4. Return the tool to the Custodian on time, or arrange for a time extension.
5. Report to the Custodian any problems encountered or needed replacement blades, bits, etc.

### Release from Liability

I realize that using any tool may involve risk of personal injury, death, or damage to property. In consideration of the opportunity to participate in the Tool Library, I agree to release from liability the tool Custodian and RT-AFF. This constitutes a complete and unconditional waiver and release to the tool Custodian and to RT-AFF and its officers, directors, employees, and volunteers.

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

City and Zip \_\_\_\_\_ Signature: \_\_\_\_\_

Submit this completed Agreement to Bard Jackson at [bard.jackson105@gmail.com](mailto:bard.jackson105@gmail.com). Contact Bard for additional information or if you have a tool you would like to add to the Library at 571-730-8444.