

# Wild Willow Farm & Education Center Tool Lending Library (TLL) Policies & Conditions

Please read this page carefully. If there are any questions, do not hesitate to contact any of our staff.

## What we need from you:

- Completed *Borrower's Application Form* and verification of current local address.
- Signed *Borrower's Agreement and Waiver*.
- Signed verification of receipt of *Tool Safety/Handling Guidelines*.
- Signed agreement to this *Tool Lending Library Policies & Conditions*.
- Rental deposit (amount depending on the value and number of the tools).

## How it works:

- Lending periods are for seven (7) days and may be renewed once per rental for an additional seven (7) days if there are no other prior requests for the tool.
- Late fines are \$1.00 per tool, per day for each day the borrowed tool is late with a maximum fine equivalent to the actual cost of the tool (fair market value) if the tool is not returned.
- All tools must be returned to Wild Willow Farm's during the TLL's operating hours:  
**Saturday, 1pm to 4pm or Wednesday, 10am to 2pm.**
- Tools must be returned in the same condition they were in upon check out. The borrower will be responsible for the replacement cost of any tool that is broken, lost, or otherwise not returned.

## Policies & Conditions (the fine print)

- Borrowers must be residents of San Diego County and at least 18 years of age.
- Borrowers must register with the TLL prior to checking out tools. Verification of residency can be provided by presenting the following:
  - Current utility bill (with borrower's name listed)
  - Current lease/rental agreement with the borrower's name listed as the tenant
- All tools and equipment loaned by the TLL are the property of Wild Willow Farm & Education Center Library. Only the registered borrower is authorized to use the tools. The borrower shall not permit the use of said tools by any other person unless given permission by the TLL.
- By renting the tools from the TLL, the borrower agrees that Wild Willow Farm's TLL is not responsible for any manufacturing defects found in any borrowed tools.
  - The borrower and a WWF staff person shall inspect the tool prior to rental to ensure tool is safe for use.
  - The borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, the borrower shall immediately discontinue use of the tool and return it back to the TLL.
- **DEPOSIT** The borrower shall leave a cash deposit for the rental of tool(s). The deposit will vary between \$10 and \$50, depending on the value of the tool(s). This deposit will be returned to the borrower when the tool is returned on or before the due date to the TLL. The borrower understands that fines will be levied for each item kept past its due date.
- **LATE FEES** When tools are not returned by the designated due date, the TLL will issue a late fee of \$1.00 per day for each tool with a maximum fine equivalent to the actual cost of the tool (fair market value) if not returned.
- **RENTAL PERIOD** Rental periods are for seven (7) days. The borrower agrees to return any borrowed item on or before the due date in the same condition (normal wear and tear is acceptable), as when it was borrowed.
- **RENEWAL** If you wish to renew the rental of a tool, you must contact the TLL by email, phone, or in person. A tool may be renewed once per rental for an additional seven (7) days if there are no other requests for the tool.
- **RESPONSIBILITY FOR DAMAGES OR LOSS** The borrower agrees to pay for any damage inflicted on the borrowed tool that was not there previously upon rental. The borrower agrees to pay for any lost, stolen or unreturned tools that were checked out under his/her name.
- **RIGHT OF REFUSAL** Wild Willow Farm's Tool Lending Library reserves the right to refuse the loan of any item for failure to comply with any of the above rules and regulations or for falsification of any information.

**I have read and agree to these Policies and Conditions.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

