



Tool Use Policy

1. Members must be age 18 or over to borrow tools from Seattle REconomy ("Tool Library").
2. Prior to borrowing tools, all Members must (a) complete a Membership Application; (b) sign the Waiver and Indemnification Form; and (c) have their identity confirmed by a Tool Library volunteer or staff member.
3. Tool Library staff may be available to assist in explaining the operation of tools. However, by taking possession of any item, the Member is certifying that they are capable of using that item in a safe and proper manner.
4. Only the Member and Secondary User are authorized to use Tool Library tools. The Member shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Tool Library.
5. Members will not specifically be charged for borrowing any tool, but will be advised as to the suggested donation for the tools that they are borrowing.
6. All tool rentals are for one week, unless stated otherwise.
7. All tools borrowed are to be returned to the Tool Library by close of business on their due date. Tools may be returned only during the Tool Library's open hours as posted on our website (seattlereconomy.org).
8. Members may renew each tool up to three times (up to one month) if (a) the Member contacts the Tool Library on or before the day that the tool is due, and (b) no other Member has requested the tool. The Tool Library reserves the right to refuse or limit renewals and will do so based on demand. Select tools cannot be renewed and are labeled and posted as such.
9. Members cannot make additional loans if there are any overdue items on their account.
10. If a tool is returned late, the Member will be responsible for late fees, as posted. Late fees are capped at the full replacement cost of the tool. Members must pay at least 50% of total balance once \$5 in late fees are accrued. Memberships will be suspended if a member has items that are overdue, have not been replaced, or are lost, broken, or



stolen after 90 days. If there is a pattern of late, lost, broken, or stolen tools, we reserve the right to suspend the membership.

11. The Tool Library reserves the right to use appropriate steps to retrieve delinquent tools, including the use of a collection agency or legal action, and to assess the delinquent Member with the cost of any such action. The Tool Library also reserves the right to forgive fees due to special circumstances.
- 12. The Tool Library does not tolerate theft and reserves the right to call the police if a Member steals any item.**
13. Members can request to be placed on a wait list for items currently checked out. Tool Library staff, volunteers, or automated response will notify members when the wait listed tool is available. Select tools may be reserved for future dates. These tools are labeled as such online. Tools may be reserved at the discretion of the Tool Library for community events and service projects. All reservations must be confirmed by a Tool Library staff member or volunteer to be considered active.
14. The Member agrees that the Tool Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
15. The Member agrees that if any borrowed tool becomes unsafe or in a state of disrepair, they must immediately discontinue use of the tool and notify the Tool Library of the issue on return, if not earlier.
16. All tools are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean. The Member agrees to pay for the loss of or damage to any item and further agrees to accept the Tool Library's assessment of condition of items and the Tool Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
17. The Tool Library reserves the right to refuse the loan of any item at its discretion.

Please check the box and add your signature to the space provided on the Membership Form, acknowledging that you have read and agree to Seattle REconomy's Tool Use Policy.