



# NORTHEAST PORTLAND TOOL LIBRARY

A SPONSORED PROJECT OF  
REDEEMER LUTHERAN CHURCH  
5431 NE 20<sup>TH</sup> AVENUE  
PORTLAND, OR 97211  
INFO@NEPTL.ORG  
WWW.NEPTL.ORG

## Community Group Tool Request

**Group Name:** \_\_\_\_\_

**Primary Group Contact**

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Reason(s) for Borrowing Tool(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) Tool(s) Will be Used:**

\_\_\_\_\_

**Date Tool(s) Will be Returned to NEPTL:**

\_\_\_\_\_

**Tool(s) to be Borrowed**

*Provide a description of and/or ID numbers for the tools to be borrowed (attach additional sheet if needed).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### GROUP BORROWING AGREEMENT

*Please read the Group Borrowing Rules on the back this document and then sign below.*

I, \_\_\_\_\_  
(*print name*), hereby take possession of the NEPTL tools listed above for the purpose(s) and time interval specified, and will return them by the agreed-upon due date. I have read and agree to be bound by the Group Borrowing Rules listed on the reverse of this document.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### NEPTL Use Only

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

## **GROUP BORROWING RULES**

1. The borrower certifies that he/she has sufficient authority to enter into this Group Borrowing Agreement with the Northeast Portland Tool Library (NEPTL) on behalf of his/her community group.
2. By taking possession of any item from NEPTL, the borrower warrants that he/she is capable of using that item in a safe and proper manner. He/she further agrees to ensure that any volunteers, staff, or other individuals affiliated with his/her community group who also use the item are capable of doing so in a safe and proper manner.
3. The borrower shall not permit the use of items checked out to them and their community group by any other person or group unless by the express permission of NEPTL.
4. NEPTL tools may not be used for commercial purposes (i.e., for for-hire contracting or trade work).
5. The borrower agrees that NEPTL is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
6. The borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify NEPTL of the issue on return, if not earlier.
7. All items in the NEPTL collection are first come, first served, and specific tools needed may not be available for borrowing at the time requested.
8. Items are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The borrower agrees to pay for the loss of or damage to any item and further agrees to accept NEPTL staff's assessment of condition of items and to further agree to NEPTL 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.
9. At the discretion of NEPTL, late fines may be levied for each item kept past the agreed-upon return date in the amounts specified in the NEPTL Fine Schedule. When tools are not returned by the designated due date, the NEPTL 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. NEPTL may replace severely delinquent tools, holding borrower responsible for full replacement cost plus applicable handling fees. Fines must be paid in full before borrowing additional items.
10. NEPTL retains the right to refuse to loan any item to any person or group for any reason whatsoever.
11. The borrower agrees to waive any and all claims against NEPTL and Redeemer Lutheran Church for any injury or injuries of any nature suffered or incurred in the use of the tools borrowed.
12. The borrower further agrees to release and indemnify and hold harmless NEPTL and Redeemer Lutheran Church and their officers, agents, employees, and volunteers from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of the tools borrowed.