



Membership Application

Please complete the information below and return the form to the ToolBox Project. Upon approval, your membership will be activated. Welcome and thank you for joining!

THIS APPLICATION HAS TWO SIDES. PLEASE FILL OUT BOTH SIDES. THANKS!

Your Information

Name _____

Address _____

City _____ Zip Code _____

Phone _____ Email _____

Are you at least 18 years of age? ____ YES ____ NO

How did you hear about the ToolBox Project? _____

I have read and agree to abide by the ToolBox Project's Tool Use Policy.

I agree to bring back tools on-time or communicate my inability to do so. If I fail to do this, I may incur late fees and/or revocation of borrowing privileges.

Signature _____

Date of Agreement _____

PLEASE CONSIDER MAKING AN ANNUAL MEMBERSHIP DONATION TO SUPPORT THE OPERATIONS OF THE TOOLBOX PROJECT. SUGGESTION DONATION LEVELS ARE ON THE LAST PAGE OF THIS FORM. YOU CAN DONATE VIA CHECK, CASH, OR CREDIT/DEBIT CARD.

Please provide a tool library representative with either:
One accredited form of ID (eg. D.O.L. ID, Driver's License, Passport)

OR

A document stating your name & address (utility bill OR bank statement)

Tool Library Use Only Below

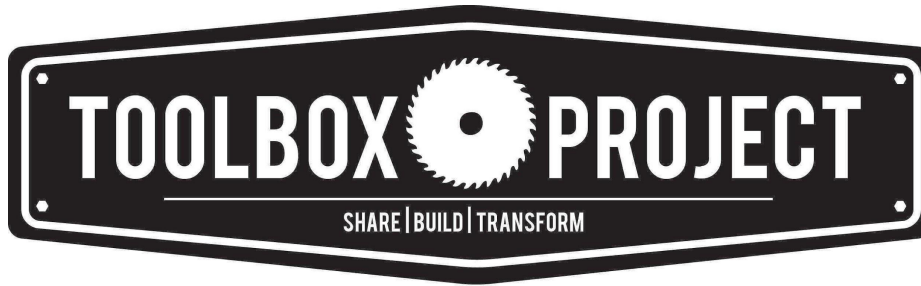
Date _____ / _____ / _____

Tool Librarian Name _____

ID Type: _____ (Driver's License, Passport, Mail), ID# _____

Membership Donation? (Y/N) CHECK _____ CASH _____ CREDIT/DEBIT _____

<Please Sign Tool Library Agreement on Reverse>



Waiver and Indemnification Form

The tools in our collection are for the use of ToolBox Project members. Out of respect for future users, please clean any tools you borrow before returning them and report any damage to the tool library immediately. Borrowers are responsible for any significant damage they have caused to tools that was not present at the time of check out, but we promise not to be angry as long as you tell us. Please see #14 of Tool Use Policy for more details. If you feel compelled to return tools in better condition than when you borrowed them, you get brownie points and/or good karma for being a good sharer.

I, _____ (full name), state that I am capable and experienced in using the tools I am borrowing, and that I will use the tools I am borrowing in a proper and safe manner.

I, _____ (full name), do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, waive any and all claims against the ToolBox Project, its officers, agents, and employees for any injuries or damage of any nature that I may suffer or incur while using the tools that I am borrowing from the ToolBox Project.

I, _____ (full name), hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless ToolBox Project, its officers, agents, and employees 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 tools I am borrowing from the ToolBox Project. I am aware that the ToolBox Project, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

I affirm that the above information is current, true and correct and may be subject to verification. I further state that I have read and fully understand the ToolBox Project's Tool Use Policies (attached) and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and signed a Waiver and Indemnification form, relinquishing any and all claims against the ToolBox Project, its officers, agents, and employees.

Signature _____ Date: ____/____/____

Name (print): _____

< Please Fill out Personal Information on Reverse >



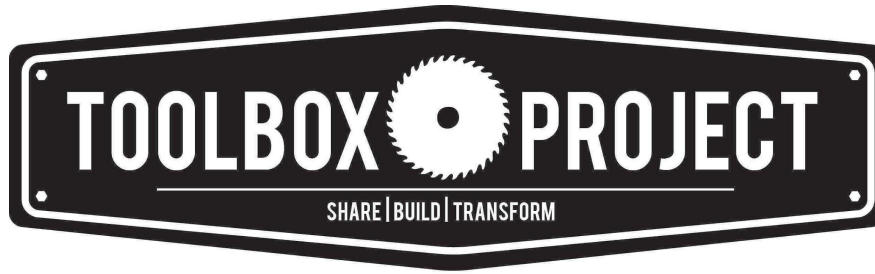
Tool Use Policies

1. ToolBox Project (“Library”) members must be age 18 or over.
2. Prior to borrowing tools, all Members must (a) complete a Membership Application; (b) sign the Waiver and Indemnification Form; and (c) have their residence verified by a Tool Library volunteer or member of the staff. We’ll verify your identity with either a government issued ID (driver’s license, passport, etc.) or with two pieces of mail with your address (utility or bank statement).
3. Library staff is available to help you learn about tool use. However, by taking possession of any item, you are certifying that you are capable of using that item safely and properly. The member agrees to pursue any needed training or guidance on safe and proper tool use, which may include reading user manuals, viewing training videos, or asking others for advice or assistance.
4. Only the Member is authorized to use Library tools. If you check out tools, you cannot permit non-Members to use Library tools, even your partner or best friend. Really.
5. Please contact the Library directly for group events involving tool use by non-Members.
6. Some tools have a fee for borrowing. These fees will be listed on the Library website and at the ToolBox Project office. The borrowing fees must be paid prior to borrowing tools from the Library. Borrowing fees pay for tool maintenance, replacement parts, new tools and upkeep of the Library’s facilities.
7. All tools borrowed are to be returned to the Library by one hour prior to the close of business on their due date. Tools may only be returned during the Library’s open hours.
8. If a tool is returned late, the Member will be responsible for late fees, as posted. The Library may replace severely delinquent tools, holding the Member responsible for the full replacement cost plus a \$10 administrative fee. Fines must be paid in full before borrowing additional items.
9. The Library reserves the right to use appropriate steps to retrieve delinquent tools or unpaid fines and fees, including the use of a collection agency and/or legal action and to assess the delinquent Member with the cost of any such action. The Library also reserves the right to forgive fees due to special circumstances.
10. Tools may be reserved before pick up. The Library reserves the right to make an exception to this policy at its discretion.

(OVER)

11. Members may renew each tool once if the Member contacts the Library by the time the library opens on the day that the tool is due. Renewal rates are as posted. The Library reserves the right to refuse or limit renewals and will do so based on demand. Renewal fees will be paid when the tool is returned.
12. The Member agrees that the Library is not responsible for any manufacturing defects, quality of workmanship or materials, or any damage caused by previous users to any borrowed tools.
13. The Member agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.
14. The Member agrees to inform the Library if any borrowed tool has been involved in an accident that resulted in personal injury or property damage. We ask you to do this so we can perform a safety inspection and needed repairs on any tool involved in an accident.
15. 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 Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, uncleanliness, delinquency and/or loss of items in part or in total. This restitution amount could equal up to the full replacement cost of the item plus a \$10 administrative fee.
16. The Library reserves the right to refuse the loan of any item to any Member at its discretion.
17. We are a volunteer-driven organization. Our volunteers and staff have and continue to dedicate countless hours to building and improving this unique community resource. Members are expected to treat volunteers and staff with respect. We reserve the right to revoke membership to anyone who mistreats, with abuse or disrespect, our volunteers or staff.

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



Welcome to the ToolBox Project! Thanks for joining! Here are some helpful tips for members:

Tools are due back at least one hour before closing time one week from the day you check them out.

You can always return tools early and your family/friends/neighbors/pet hamster/etc. can return tools for you. Returning tools on time ensures that other members can use the tools when they need them.

We communicate with you primarily via email. You should expect to get email receipts and reminders when you take tools out and when they are due (or overdue). Our system will also remind you when your membership is about to expire. Sooo...please make sure you add us to your address book and if you aren't getting messages from us, please check your spam or other folders and/or ask us to verify your email address.

Late fees are more expensive than renewals. If you realize you need the tools for an extra week, be sure to renew them before they are due. You can pay for renewals when you return tools to the library. If someone has reserved the tools you have checked out, you won't be able to renew them.

Please return your tools cleaner than you found them. If you're unable to clean them before returning them, please plan to spend extra time at the library using our cleaning station to get them in tip-top shape for the next member to use them. Our volunteers are super-busy for most of the shift and don't have time to clean the tools we loaned you.

If the tool stops working or isn't working well, please let us know when you return it so we can get it repaired before someone else takes it out. We want to make sure all the tools we send out are safe and working properly. We need your help with that.

You can log in to your MyTurn account to reserve or renew tools online. Later today you'll receive an email with your MyTurn login information. Open this message immediately and follow the link to update your password. The system isn't perfect so if you try it and it's not working for you, email info@eugenetoolboxproject.org and we'll be happy to help you with reservations and renewals.

If you have any questions about hours, inventory or anything else about the ToolBox Project, feel free to email or call us! info@eugenetoolboxproject.org | 541-838-0125

We're on Facebook, Instagram, Yelp!, and Google Business. Please feel free to follow us and leave us a review. It helps to spread the word about community sharing!



SUGGESTED ANNUAL MEMBERSHIP SLIDING SCALE DONATION

Annual Household Income	Suggested Donation
\$0 – 30,000	\$0
\$30,000 – 50,000	\$30
\$50,000 – 75,000	\$50
\$75,000 – \$100,000	\$75
\$100,000 +	\$100

