New Brighton Tool Shed
RULES & BORROWING POLICIES/PROCEDURES

General Guidelines

1. The New Brighton Tool Shed's operating hours will be Monday – Friday from 9:30am-8:30pm and Saturday and Sunday from 9:30am-8:30pm.

2. NBRA Members must be in good standing and 18 years of age or older to borrow tools from the New Brighton Tool Shed.

3. Only NBRA Members are authorized to use the library tools. NBRA Members shall not permit the use of library items by any non-member, including sub-lending to any other individual.

4. The tools from the New Brighton Tool Shed may not be used for any trade, business, rental, or commercial purposes.

5. Prior to borrowing tools, all NBRA Members must read and sign the New Brighton Tool Shed Waiver and Indemnification Form, also verifying that they have read and will abide by the Rules and Borrowing Policy/Procedures.

6. Prior to borrowing tools, all NBRA Members must provide a valid credit card number. By signing the Waiver and Indemnification Form, the NBRA Member hereby authorizes the New Brighton Residents Association on behalf of the New Brighton Tool Shed to charge full amount for loss or damage of these tools to the credit card number provided, and certifies that the credit card information provided is true and correct as of the date given and will remain true and correct throughout the term of this Agreement. The NBRA Member agrees to promptly update the information in the event that it changes.

7. The NBRA Member agrees that the New Brighton Tool Shed is not responsible for any manufacturing, material, or quality of workmanship defects of borrowed tools.

8. The NBRA Member agrees to pay for the loss of or damage to any item and further agrees to accept the New Brighton Tool Shed's assessment of condition of items and to further agree to the New Brighton Tool Shed'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 $15 administrative fee.

9. The New Brighton Tool Shed reserves the right to refuse the loan of any item at its discretion.

10. The New Brighton Tool Shed reserves the right to alter the tool policy at any point.

Loan Period

NBRA Members

11. Tools may be borrowed for a period of **3** days. All tools borrowed are to be returned to the library by 8:30pm on their due date. Tools may only be returned during the library's open hours.

12. NBRA Members are allowed to borrow a maximum of **3** tools at one time.

Overdue Tools

13. If a tool is returned late, the NBRA Member will be responsible for a late fee of $5 per tool per day. Late fees are capped at the full replacement cost of the tool plus a $15 administrative fee per tool. Late fees are subject to change.

14. The New Brighton Tool Shed will replace tools that are more than 30 days late, holding the NBRA Member responsible for the full replacement cost plus a $15 administrative fee. Fines must be paid in full before borrowing additional items.

15. The New Brighton Tool Shed 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 assess the delinquent NBRA Member with the cost of any such action. The New Brighton Tool Shed also reserves the right to forgive fees due to special circumstances.

Event Blackout Days

16. Tool returns and rentals will not be accepted from 9am-2pm during the NBRA Stampede Breakfast event.

Use and Responsibility for Equipment

17. The NBRA Member is responsible for the equipment from the time it is rented by the Member until it is returned. The NBRA Member's responsibility includes but is not limited to ensuring the proper oil levels are maintained and proper fuel or fuel oil mix is used, if applicable. The New Brighton Tool Shed will provide a take away leaflet to demonstrate the proper balance of fuel/oil for those machines requiring a mix. If the equipment is lost, stolen or damaged under any circumstances while being borrowed, regardless of fault, the NBRA Member shall be responsible for all charges to replace or repair equipment including any labor costs. If the equipment is not returned clean, a cleaning charge of $20 will apply. Cleaning charges are subject to change.

18. The NBRA Member must examine the equipment prior to taking the rental and acknowledge that it is in good working condition except any defect noted by the New Brighton Tool Shed. The NBRA Member is responsible to return the rental equipment to the library in the same working condition as they were issued, barring normal wear and tear. All tools must be returned clean.

19. By taking possession of any item, the NBRA Member is certifying that he or she is capable of using that item in a safe and proper manner.

20. The NBRA 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 New Brighton Tool Shed of the

issue on return, if not earlier.

New Brighton Community Association Membership Perks

The vision of the New Brighton Community Association (NBCA) is to provide the community with a sense of lasting pride and well-being; aiming to listen and promote a unified voice for the community, while also instilling a sense of belonging within New Brighton.

The New Brighton Community Association (NBCA) consists of a voluntary membership made up of resident volunteers who live in the community. As an association, the NBCA acts as a political advocate for New Brighton with the elected Municipal, Provincial and Federal representatives. The NBCA is responsible for working with the City of Calgary on a wide variety of community issues such as traffic calming, playground zones, city park issues and zoning, to name just a few.

Your NBCA membership provides you with a voice on Community Association matters, and will greatly enhance our ability to provide a unified voice for New Brighton. In addition, the NBCA membership offers the following perks for the New Brighton Tool Shed:

21. NBRA Members who also hold a New Brighton Community Association membership may put in-stock items on hold, by phone or in person, on the same day of checkout. Holds will not be administered via email or the New Brighton Tool Shed website. The New Brighton Tool Shed reserves the right to make an exception to this policy for large, community events. No exceptions will be made for individual lending.

22. NBRA Members who also hold a New Brighton Community Association membership may borrow tools for a period of **7** days (some restrictions apply as indicated in the catalogue). All tools borrowed are to be returned to the library by 8pm on their due date. Tools may only be returned during the New Brighton Tool Shed's open hours.

23. NBRA Members who also hold a New Brighton Community Association membership are allowed to borrow a maximum of **5** tools at one time.

24. Only NBRA Members who also hold a New Brighton Community Association membership are permitted to borrow tools marked with the NBCA symbol.

I have read and fully understand the New Brighton Tool Shed Rules and Borrowing Policy.

_____	_____	_____
Printed Name	Signature	Date (D/M/Y)