



## WESTSIDE TOOL LIBRARY RULES

Prior to borrowing any tools, each member must read and sign the *Tool Library Rules, Waiver and Indemnification (this document)*.

1. Tenants must be 18 or over to borrow tools from the Westside Housing Association Tool Library.

2. Prior to borrowing tools, all tenants must (in addition to signing and completing this form)

- complete the membership application form, and;
- provide a valid government-issued photo ID: this can be a drivers licence, proof of ID, firearms licence or passport (or similar).

3. The Tool Library member is to provide

the required personal information on the membership application form that is current, true and correct.

\*Westside may check this information against their client records in Chintaro (Property Management System) and with their Tenancy Officer.

4. Tool Library staff will provide guidance in the Safe Operating Procedures of borrowed tools

However, by taking possession of any item, **the tenant is certifying that he or she is capable of using that item in a safe and proper manner.**

5. Only the tenant is authorised to use library tools.

The tenant shall not permit any other person to use the borrowed tool unless that person is also a Tool Library member and has received information about how to safely use the tool.

6. The Tenant will be required to leave a cash deposit when borrowing a Tool Library item.

\$20 for powered/mechanical items.

\$2 for non-powered items.

A receipt will be provided.

The deposit will be returned once the item is returned to the Tool Library in good, clean and undamaged condition.

7. Tenants will not be charged for borrowing any tools.

However, the Tool Library reserves the right to charge fees for any significant damage to or loss of the tools.

8. The Tenant may be charged if a tool is returned after it is due, and without any communication or explanation from the Tenant.

The Tenant will forfeit the cash deposit.

Westside Housing Association reserves the right to add a tenant charge to the tenants Chintaro file:

- If no effort or communication is made to return the tool or
- the tool is intentionally damaged beyond repair.

Westside Housing may replace severely damaged tools, holding the tenant responsible for full replacement cost through a 'Chintaro' tenant charge.

Fines must be paid in full before borrowing additional items.

9. All tools are required to be returned in the same condition they were borrowed (barring wear and tear) and clean (ie, mower catcher empty).

The tenant:

- agrees to accept the volunteer or staff assessment of condition, and;

- agrees to pay for the loss of or damage to any item, and;
- agrees to the Westside Housings assessment of fair payment for damage or loss of tools (in part or in total).

**10. The standard borrowing period is one week for each tool.**

The starting period begins when the tools are in the tenant's possession, and ends when returned to the Tool Library at Ridleyton or at the Westside Housing Association office.

The tools must be collected from the Tool Library and can be returned to either the Tool Library or Westside Housing Association office, 9am-4pm Monday-Friday.

Tools may be rehire for an additional one week period. This must be approved first by Westside staff. The Tool Library reserves the right to refuse or limit renewals.

**11. Westside Housing Association reserves the right to use appropriate steps to retrieve tools not returned.**

This may include a phone call, contacting the Tool Library members emergency contact person or visiting the property with prior notice to retrieve borrowed tools.

**12. The Tenant agrees that Westside Housing Association is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.**

**13. Westside Housing Association will undertake test and tagging and regular maintenance and servicing (as relevant) to each tool in the Library.**

Each tool will be assessed prior to and upon return from hire to ensure it starts and ends in good condition for use.

**14. The Tenant agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately stop using the tool and notify Westside Housing Association of the issue.**

**15. Westside Housing Association reserves the right to refuse the loan of any item at its discretion.**

Westside Housing Association will never deny a Tool Library loan based upon a tenants race, colour, sex, religion, political opinion, national extraction, social origin, age, medical record, criminal record, marital or relationship status, impairment, mental, intellectual or psychiatric disability, physical disability, nationality, sexual orientation, and trade union activity.

Westside Housing Association may advise that the hirer needs extra assistance in hiring and using the tool based upon the reasons stated above.

**16. No tenant or volunteer will smoke in or around the shed (for public health and safety), nor will they eat or drink (due to potential contamination). Bottled water is an exception.**

I agree that:

I have read and fully understand the rules of the Westside Housing Association Tool Library (as listed above), and I understand that failure to comply with any of these rules may result in cancellation of my Tool Library membership or fines on my tenancy account. I am capable of using the tools I am borrowing.

**Signed:**

**Date:**

\_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Waiver and Indemnification

- I can and will use the tools I am borrowing in a safe and proper manner including using correct Personal Protective Equipment (as recommended by Westside Housing).
- I am currently medically fit to use the Tool Library facilities and tools.
- I understand that the use of the borrowed tool is at my own risk and that Westside Housing Association, staff, contractors, board and volunteers will not be held liable for and loss or injury, should any damage to property or person occur.

## Tenant details:

\_\_\_\_\_  
First name

\_\_\_\_\_  
Surname

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Suburb

Signed:

Date:

\_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_