

# Tool Lending Program

## Check-Out Guide

1. Call Jeffrey Cates, Program Assistant, to reserve tools. Email [jeff\\_cates@ncsu.edu](mailto:jeff_cates@ncsu.edu) or call 336-703-2859. Staff will acquire requested tools from the toolshed.
2. Collect tools from Cooperative Extension Office at 1450 Fairchild Road, Winston-Salem, NC 27105.
3. Fill out which tools and the number of each tool you are checking out in the form below.
4. Leave a safety deposit (cash or check) equal to the total dollar value of the tools you are checking out. You will receive this deposit back once the tools have been returned undamaged and clean. See chart below to determine deposit amount.
5. Sign the Tool Lending Policy agreement and Liability Waiver.
6. After using the tools, clean them using attached instructions and return to the Cooperative Extension Office. **Tools must be returned two weeks after checkout date.**

## Borrower Information

Name:			
Address:			
Phone Number:			
Location where items will be used:			
Check out Date:			
Return Date:			
\$50 Items (Check which you are borrowing)			
Mini-Tiller	Post Hole Digger	Earthway Seeder	
\$25 Items (Check which you are borrowing)			
2-prong hoe	Cultivator Hoe	Garden Hoe	Scuffle hoe
Warren Hoe	Bed prep. rake	Garden Weasel	Digging Shovel
Scoop Shovel	Transfer Shovel	Pitchfork	Spading Fork
Grass Hook			
\$10 Items (Check which you are borrowing)			
Tine cultivator	Garden Rake	Trowel	Garden Spade
Hedge Shears	Looping Shears	Sling Blade	Leaf Rake

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## Tool Lending Policy

I, \_\_\_\_\_, understand that all equipment/tools/materials are the property of North Carolina Cooperative Extension and Forsyth County Government. I understand that all items must be picked up and returned within a 14 day period (2 weeks) at 1450 Fairchild Road, Winston-Salem, NC. I further understand that all items borrowed need to be returned cleaned and in the same working condition as they were issued, barring normal wear and tear. Items which have numerous pieces/parts must all be accounted for upon return. I understand that N.C. Cooperative Extension is not responsible for any manufactured defects nor the quality of workmanship of items borrowed. If any items become unsafe, broken, in a state of disrepair or I have difficulty using the item, I will immediately discontinue its use and return it to N.C. Cooperative Extension. I will keep all items in a safe, secure location. I will use all items borrowed safely and in accordance with manufacturer's instructions. I further verify that I am capable of using all items borrowed in a safe manner.

## Liability Waiver

I, \_\_\_\_\_, verify that I am capable and experienced in using the equipment/tools/materials which I am borrowing, and that I will use the equipment in a proper manner. I do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow items, waive any and all claims against N.C. Cooperative Extension, Forsyth County Government, its officers, Agents, and employees for any injury or injuries of any manner that I may suffer or incur in the use of the equipment I am borrowing. I agree to release and indemnify and hold harmless N.C. Cooperative Extension, Forsyth County Government, 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 for the use of equipment I am borrowing from N.C. Cooperative Extension, Forsyth County Center. I am aware that N.C. Cooperative Extension, its partners, directors, officers, members and employees claim no expertise and make no representation concerning the fitness of any piece of equipment for any particular use. I fully understand this Liability Waiver and relinquish any and all claims against N.C. Cooperative Extension or Forsyth County Government, its officers, Agents and employees.

Acknowledgement of Understanding (print name): \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Date: \_\_\_\_\_

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## Cleaning Instructions

- Rinse digging tools with a garden hose and use a wire brush with stiff bristles or putty knife to get rid of anything that is stuck on the tools.
- If a tool is covered in sticky sap, try removing the sap with alcohol, mineral spirits, or a foaming bathroom cleanser.
- Scrub pruners, loppers or shears with a nail brush and some soapy water.
- If tools were exposed to diseased plants or pest-infected soil, soak in a diluted solution of 2 cups household bleach mixed with 1 gallon of water, then rinse in plain water.
- Dry tools thoroughly by hanging them to dry or with a towel or rag.
- Disinfect tools using sanitary wipes upon returning them to Cooperative Extension.

## Staff Sign-In/Out Checklist

### Checking Out Tools

Has the person checking out tools completed the following?

- Completed the “Borrower Information” section of the checkout guide
- Indicated which tools and the number of each tool they are checking out on the checkout guide
- Signed the Tool Lending Policy agreement and Liability Waiver
- Left a cash or check deposit equal to the total dollar value of the tools they are borrowing
- Taken their copy of “Cleaning Instructions” sheet

Name of Borrower: \_\_\_\_\_

Date of Checkout: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

### Returning Tools

- Make sure the tools are clean and undamaged
- All tools have been returned to Extension (1450 Fairchild Road, Winston-Salem NC, 27015)
- Cash/check deposit returned

Name of Borrower: \_\_\_\_\_

Return Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_