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# Membership Agreement

To become a member and start borrowing equipment from Community Toolbox Canberra, you need to read, understand and agree to the following:

1. Borrowing Terms and Conditions (below)
2. Deed of Release from Liability

## Borrowing Terms and Conditions

These rules help keep the Toolbox running smoothly and help keep both you and the Toolbox safe. You will need to agree to these when applying for membership and abide by them when borrowing equipment.

If there's anything you don't understand or you want to know more about, please contact us at [info@communitytoolboxcbr.org](mailto:info@communitytoolboxcbr.org).

### Membership

- 1. To borrow from the Toolbox, you'll need to become a member.**
- 2. Becoming a member:** To become a member of the Toolbox and start borrowing equipment, you'll need to:
  1. Register your details with us. We'll verify your identity and address with your photo ID when you visit the Toolbox for the first time.
  2. Read and agree to all the 'Borrowing Terms and Conditions' (you're reading them right now).
  3. Read and agree to the 'Deed of Release from Liability'. It sounds scary, but it's basically just making sure you don't blame us for anything dangerous you do with the stuff you borrow. More on that later.
  4. Pay your membership fee.
  5. Be allocated your membership number.
- 3. Age 18+ years:** You need to be at least 18 years old to become a member of the Toolbox. Sorry kids, it's for safety.
- 4. Household membership:** If you share your house with other adults, you can nominate one of them to be an associate member without charge. As long as you are a member, they are also a member. You can change your nominated associate member once every twelve months.
- 5. Renewing membership:** Only current members can borrow. That means you'll need to keep paying your membership fees every year. Sometimes fees change, so please check our website for the latest fees before you renew.
- 6. Refusal to lend:** Even if you're a current member, we can refuse to lend you things for any reason (as long as it's legal). This sounds mean, but we need to say it just in case something comes up.

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### Borrowing and returning equipment

- 1. Item limit:** You can borrow up to ten (10) items at a time.
- 2. Borrowing hours:** You can borrow items during Toolbox opening hours. Find our opening hours on the Toolbox website [www.communitytoolboxcbr.org](http://www.communitytoolboxcbr.org). Sometimes we need to change our opening hours, so please check the website before you visit.
- 3. Loan period and returns time:** Items are due back two (2) weeks after you borrowed them. Please return items *within an hour of opening on the due date*.
- 4. No out-of-hours returns:** Unfortunately we cannot accept returns outside of our opening hours.
- 5. Request for loan extensions:** If you still need the item or can't return it on time, just contact us ahead of the due date - if the item hasn't already been reserved, we can extend your loan for up to a week, no questions asked. However, we like to keep the items in circulation so everyone can have a chance to borrow them. This means we may refuse or limit further loan extensions, based on demand.
- 6. Last minute extension requests:** We might be able to extend your loan on the day it's due - however, it will depend on demand. So you must be prepared to return the item on the due date if you haven't already arranged an extension.
- 7. Reserving items:** You may reserve items through the catalogue system. You will be notified when the item is returned and ready for pickup. If you don't pick up the item within one week, we will need to cancel the reservation.
- 8. Overdue:** If you don't return an item on the due date, we'll send you an overdue notice. If you don't return the item by the date in the overdue notice, then we may start charging late fees.
- 9. Late fees:** Once the overdue notice due date has passed, your late fees will be:
  1. Non-powered items: \$0.50 per day we are open.
  2. Powered items: \$1.00 per day we are open.
- 10. Pay your late fees to keep borrowing:** If you have late fees, you'll need to pay them before you can borrow anything else.
- 11. Clean items before return:** It's up to you to clean an item before returning it. If you return a dirty item, we will try our best to help you learn how to clean it on site. If you keep returning dirty items, we may charge you a cleaning fine (\$5/item) or, for extreme or repeated cases, may even suspend your membership (we really don't want to do this).
- 12. Repair/replacement costs:** You are responsible for items loaned out in your name. This means if an item is lost or damaged, you may incur the cost of repair or replacement. We do our best to repair items free of charge, but replacement parts may incur a fee. Fees vary and are based on the cost of us sourcing a new item or parts.
- 13. Non-payment of fees:** Please chat with us if you can't pay your late fees, repair/replacement costs or cleaning fines at the moment. We want you to continue being a Toolbox member and we understand it can be hard sometimes to juggle all the things. We can work something out.

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- 14. Non-return of item:** If it's been three months and it looks like you're not going to return an item, we'll send you an invoice so you can buy it from us. If you don't buy the item within one month of the invoice, then we'll probably suspend your membership until you return the item or pay for it. As a last resort, we might even use a collection agency and/or legal action. This seems fair, no?

#### Use of equipment

- 1. Member use only:** Only you - the registered Toolbox member - are allowed to use the Toolbox's equipment. You must agree that you will be the only person to use a borrowed item and you will not allow a borrowed item to be used by any other person. You must not part with possession of any Toolbox equipment you've borrowed.
- 2. Stop using and report unsafe/broken items:** You must agree that if any borrowed item becomes unsafe or in a state of disrepair, you will immediately stop using it and let the Toolbox know on return, if not earlier. You must not attempt to repair or tamper with any Toolbox items.
- 3. Use items properly:** You must agree:
  1. to find out for sure before borrowing an item that it's actually suitable for your purpose
  2. to use the item safely, lawfully, only for its intended use, and according to any instructions provided with the item
  3. to operate the item with an adequate power source (if applicable)
  4. to do a thorough hazard and risk assessment before using the item
  5. to return the item in a clean state and in good repair.

#### Transport

- 1. Transporting items:** You will need to come prepared to transport borrowed items from and to the Toolbox yourself. Unfortunately we can't provide a delivery/pickup service (yet).
- 2. Safe loading, handling and securing:** There might not be anyone at the Toolbox physically able to help you load your borrowed item. While we will assist and advise where we can, it's up to you to ensure the safe loading, handling and securing of all items in your vehicle in accordance with all laws and manufacturer's guidelines.

#### Change of terms and conditions

- 1. Check before you borrow:** You should check the Toolbox website before borrowing any Toolbox items for any changes to these Borrowing Terms and Conditions. However, the Toolbox agrees that changes to these Terms and Conditions won't apply to a loan period that started before the date that the rule changed.