



Tool Lending Library Operating Policies & Procedures

1475 N. Benton
Springfield, MO 65802

MEMBERSHIP

Applications

- Applications may be picked up between 9:00AM– 4:00PM, Tuesday & Thursday and Friday 1:00PM-4:00PM at the UNA office, 1475 N. Benton.
- Completed application may be returned between Monday-Friday 8:30AM – 5:00PM to the UNA office.
- Documents to be included with application:
 - Photo ID
 - Current Utility Bill
 - \$25.00 (check or cash) This fee is a per household fee and will be waived if you have completed a UNA homebuyer education class. Residents within the UNA footprint will receive \$10.00 off their membership. A discount may apply for residents that are members of their neighborhood association, within or outside of the Urban Neighborhoods Alliance.
- If you have completed UNA Homebuyer Education Classes, you need to bring:
 - Photo ID
 - HUD1 Settlement Statement (if available)

An annual membership fee will be charged for the Tool Lending Library as noted above.

Membership entitles the holder to usage of:

- Tools
- Equipment
- Classes (according to availability)

UNA reserves the right to terminate any membership and/or refuse service to you at any time for any reason. If your membership is revoked, your annual fee will NOT be refunded to you.

Membership is extended to qualified Springfield residents. For more details on eligibility, ask Tool Lending Library Staff.

Memberships are not for use by landlords, contractors, or individuals for trade. Any misuse of membership may lead to serious consequences.

BORROWING TOOLS

You will be issued a Membership Card, which must be presented each time you check out tools. A replacement card may be issued for lost or stolen cards. Because of liability issues,

a card must be presented when checking out or returning tools. There are no exceptions to this rule.

Due to high demand and limited availability, some maintenance tools may not be available for checkout for several days. Your check out term will be determined by the Tool Lending Library Staff. ALL TOOLS REQUIRE A DEPOSIT.

If you borrow a tool and it stops working, is damaged, or is missing a part, return it immediately. There should be no modifications of any tool and any that are done could result in the member paying for a replacement tool

Call UNA's Tool Lending Library at (417) 865-4774 to check tool availability.

Tools may be picked up or returned between 9:00AM– 4:00PM, Tuesday & Thursday and Friday 1:00PM-4:00PM

DEPOSITS

- Deposits are required for all tools.
- You may check deposit costs with any Tool Lending Library Staff.
- The value of tools has been pre-determined by UNA.

Value		Deposit
<i>From</i>	<i>To</i>	
\$0	\$150	\$25
\$151	\$999	\$50
\$1000	--	\$100

Deposits may be made by personal check (issued by member), by money order or cash.

If you return a tool that has not been cleaned a \$12.00 charge will be deducted from deposit for cleaning. If you return a tool that has been damaged, you will not get your deposit back.

If you pay in cash, you must present the receipt issued to you at the time you borrowed the tools in order to get your deposit back.

RETURNING TOOLS

Tools must be returned to the Tool Lending Library in the same condition they were lent. If there is any damage or if any parts of the tool are missing, the Tool Lending Library will keep the tool deposit or may bill the member for repair or replacement and their Membership may be revoked.

LATE FEES

You will be charged a daily late fee for each tool returned after the due date. The late fee is \$5 per tool per day. Late charges will incur each day including weekends and UNA

announced closings. Late fees must be paid in full before lending will resume and UNA reserves the right to revoke Membership without refund of the annual membership fee.

If you do not return a tool within 10 days of the due date, we will file a police report with the Springfield Police Department and will pursue action against you.

COLLECTION

Members are responsible to pay for all reasonable collection, attorney’s fees, court fees, and other expenses involved in the collection charges or enforcement of UNA’s rights under this contract.

REPOSSESSION OF TOOLS

If you do not bring back tools, do not pay your late fees, or per any breach in UNA’s Tool Lending Library Contract UNA reserves the right to repossess any of UNA’s tools at any place at any time. We are not liable for any personal or property damage incurred during repossession. By not returning tools on time, you bypass any protection from Missouri Trespassing Laws and give UNA permission to use the methods necessary to repossess our tools/materials.

LOADING AND UNLOADING

Members are responsible for the loading and unloading of goods. If UNA employee assists in loading and/or unloading materials/tools, the member assumes all risk and UNA is not liable for any property damage or personal injuries of the member and/or UNA Staff.

Member must have an appropriate vehicle to transport the equipment they are borrowing to and from the Tool Lending Library.

I have read, understand and agree to abide UNA’s Operating Policies.

Signature

Date