



The Neighborhood Tool Shed is a program that allows residents, neighborhood associations, and community organizations (with proper proof of residency) to borrow tools and equipment, for FREE, to beautify and maintain their communities.

The goals of the Neighborhood Toolshed are to:

- Promote community engagement
- Empower residents and organization to maintain their neighborhoods
- Be a resource for residents who do not own tools and equipment
- Promote partnerships to combat the issue of litter in our community
- Serve as a resource for residents who are in violation of city code(s) to address matters in a timely fashion
- Helps reduce annual cost of enforcement of overgrown property and minor exterior structure violations.

Please send completed applications to communityrelations@cityofspartanburg.org.

Tool Shed Request Program Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Proof of Residency: DL# _____ Utility Bill _____ Other _____

Are you a resident of the City of Spartanburg? YES NO

Are you representing a community group or non-profit organization? YES NO Organization Name: _____

Are you working at your residence or another property within city limits? YES NO Address (if not same as above): _____

Reference

Full Name: _____ Relationship: _____

Phone: _____

Address: _____

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT FOR USE OF EQUIPMENT AND TOOLS FROM THE CITY OF SPARTANBURG NEIGHBORHOOD TOOL SHED

This Waiver, Release and Indemnification Agreement must be signed prior to receipt of equipment or tools from the Tool Shed

In consideration for being allowed to use the equipment and tools from the City of Spartanburg's Neighborhood Tool Shed, I hereby waive, release, acquit and forever discharge the City of Spartanburg and its agents, servants and employees from all claims, actions, claims for relief, demands, rights, damages, costs, expenses (including attorney's fees), restitution and compensation, whether arising in equity, law or otherwise, for myself and anyone claiming through me, or any third party, which exist now or which may hereafter accrue as a result of or in connection with my possession or use of any equipment or tools from The Neighborhood Tool Shed Program, including, but not limited to, any and all injuries, personal injuries, death and property damage and the consequences thereof, whether to myself or a third person, arising out of any cause whatsoever.

Furthermore, I agree to indemnify and hold harmless the City of Spartanburg and its agents, servants and employees from all claims, actions, claims for relief, demands, rights, damages, costs, expenses (including attorney's fees), restitution and compensation, whether arising in equity, law or otherwise, which exists now or which may hereafter accrue to myself or any third party as a result of or in connection with my possession or use of any equipment or tools from The Neighborhood Tool Shed Program, including, but not limited to, any and all injuries, personal injuries, death and property damage and the consequences thereof, whether to myself or a third person, arising out of any cause whatsoever.

THE UNDERSIGNED HAS READ THIS WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT AND FULLY UNDERSTANDS IT.

Signature

Printed Name

Date: _____

Staff Only:

Signature

Date: _____

Conditions of Agreement

*Initials required by each condition listed.

- _____ You must be a resident, community group, or non-profit organization of the City of Spartanburg to participate in The Neighborhood Tool Shed Program (Herein referred to as the "NTS").
- _____ Proof of residency (driver's license, utility bill (water, gas, electric) must be presented
- _____ The *Waiver of Liability* Form must be signed before any tools can be borrowed.
- _____ Read and agree with statement about returning tools in same condition as borrowed.
- _____ Read and agree with statement about proper use of tools or equipment.
- _____ Read and agree with statement about fees for damaging and/or not returning tools/equipment.
- _____ Borrower has received proper training on usage of the tools and equipment.
- _____ Any individual with an outstanding obligation or debt to the program (late return, damaged tools or equipment) must resolve that obligation before being eligible to participate in the program. Refusal to resolve existing program obligations will result in the individual/group being declared ineligible to participate in the program and may not borrow tools from the Tool Shed.
- _____ I have completed the CDBG Beneficiary Information understanding that it is completely confidential and is required for federal grant purposes.

I, the undersigned, certify that the above information is correct and that my application is true and complete to the best of my knowledge. I understand that any false or incorrect information may be grounds for rejection of my application and consequently prohibit my participation in The Neighborhood Tool Shed Program. By signing this application, I acknowledge and fully agree with the rules, regulations, restrictions, and conditions of the Program. I understand that this application is valid for one year from the date received. Please note, application may be updated during the time period and applicant will be notified.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Office use:

Reviewed by: _____ Date: _____

Approved: ____ Declined: ____

Lead Paint Statement:

I understand that if I am (our Organization is) working on a home or structure that was built prior to 1978, it is possible that the paint may be lead-based.

Initials: _____

Date: _____

Neighborhood Tool Shed (NTS) Lending Guidelines

- ONLY City of Spartanburg residents, community groups, or non-profit organizations may borrow these tools, for non-commercial use, **FREE** of charge!
- Must be 18 years of age or older to borrow and operate the tools being borrowed
- Check out up to three (3) tools or pieces of equipment.
- Keep most tools for up to three (3) days (With prior arrangements, the tool or tools may be kept for up to seven (7) days.)
- Tools must be cleaned of debris which includes grass, dust, dirt, mud, and leaves and returned to the Tool Shed during its hours of operation.
- Tools must be returned in the same working condition and physical condition.
- Borrower is responsible for any injury to self or others, or damage to his/her property or the property of others occurring from the use of the Tool Shed.
- Borrower is responsible for the use of tools by others/third parties.
- For neighborhood cleanups, events, the NTS trailer is available to be placed in a secure area of the neighborhood.
- **There is a late fee of \$5.00 for each late tool for each day the tool is late.**
- Equipment/tools returned in unclean or broken condition may result in the user not being allowed to borrow tools and/or equipment from the Neighborhood Tool Shed in the future. A \$5 cleaning fee will be charged.

TOOL REQUEST FORM

Name (please print)	Signature:
Address	City/State/Zip
Phone	Email:

TOOLS REQUESTED

Supplies will be loaned based on availability and if use is within guidelines.

These items **MUST** be returned.

Tool Shed Trailer (available for events) _____

Equipment	Quantity
Bucket (3)	
Chain saw* (1)	
Drill* (2)	
Drill Bits* see inventory list	
Electrical Cord (2)	
Gloves	
Grabber (55)	
Hammer (6)	
Handsaw* (1)	
Hedge Trimmer* (2) battery operated or manual	
Ladder (1)	
Lawn bags (box)	
Lawnmower (2) battery operated or gas	
Leaf blower* (1)	
Lopper (2)	
Mallet (1)	
Pliers (3)	
Post Hole Digger (1)	

Equipment	Quantity
Power Washer (1)	
Pruner (3)	
Push Broom (3)	
Rake (2 of each) *see inventory list	
Safety Cone (4)	
Safety Goggles	
Safety Vests	
Shovel (4) *see inventory list	
Tape Measure (2)	
Tarp	
Tool Box (1)	
Trash bags	
Trash bagger (12) (trash bag ring)	
Wheelbarrow (1)	
Weedeater /Trimmer* (2)	
Workbench (portable) (1)	

*battery operated equipment. Includes one battery and one charger.

Pickup date: _____

Return Date: _____

Notes: _____