



KentCOG Tool Library Membership and Borrowing Terms and Conditions.

MEMBERSHIP ELIGIBILITY

1. Library members must be age 18 or over and a current University of Kent student to borrow items from KentCOG Tool Library
2. Prior to borrowing items, all Members must:
 - (a) read agree to the Terms and Conditions of Library Membership and Item Use and Care.
 - (b) sign the Liability Waiver Form. Members may not borrow any tools or items until they have signed the Liability Waiver.
 - (c) have their student identity confirmed
 - (d) attend a session at KentCOG to familiarise themselves with the tools before borrowing.
3. The Member agrees to read and fully understand the rules, terms and conditions and policies as displayed on the KentCOG website before joining and borrowing items. The Member understands that failure to comply with any of these rules and policies may result in revocation of membership.
4. The Terms and Conditions of Membership and Item Use are subject to change at any time.
5. Only the Individual Member borrowing the item is authorised to use KentCOG Tool library items. The Member shall not permit the use of items checked out to them by any other person unless by the express permission of KentCOG. The Member retains responsibility for the item at all times including the correct and safe usage of the item and for any breakage, loss, or damage.
6. KentCOG reserves the right to refuse borrowing for a Member who is allowing their borrowed items to be used by other individuals or groups.
7. Tools/items are only to be used for private, household activities, and not for business, or providing services to other parties.
8. Members must have express permission either in their contract or written permission that they are allowed to garden if they do not own the property they are living in

9. Members may borrow up to five tools/items at one time subject to availability
10. Borrowing term is for a maximum period of 7 days. For tools/items borrowed on a Wednesday, they must be returned no later than 2pm on the following Wednesday.
11. Renewals for a period of up to an additional 7 days may be possible however, Members must be prepared to return all items by the return times set out above. KentCOG reserve the right to refuse or limit renewals and will do so based on demand for individual tools/items.
12. Items may only be collected and returned on a Wednesday during KentCOG stipulated opening hours between 10am and 2pm. Items for return must not be left unattended outside the KentCOG garden or elsewhere
13. KentCOG may replace lost or stolen items, holding the Member responsible for the full replacement cost of the item
14. All items are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All items must be returned clean and dry
15. If a Member borrows an item and with our agreement passes it on to another Member before it is returned to KentCOG and booked in, the first Member remains liable to KentCOG for the return and condition of the item until it is returned to KentCOG. If a Member receives an item from another Member, with our agreement, the receiving Member's use of that item will also be under the terms of this Agreement
16. Failure to comply with the requirements as set out above can trigger a cancellation of membership
17. KentCOG reserves the right to refuse the loan of any item at our discretion.

ITEM USE AND CARE

18. Members agree to satisfy themselves prior to borrowing the tool/item that they are suitable for the Members intended purpose and conduct a thorough hazard and risk assessment before using the tool/item
19. The Member must agree to use the tool/item including any associated or attached tools, accessories in a proper manner and in a way in which the tool/items were designed to be used
20. The Member agrees that if any borrowed item becomes unsafe or in a state of disrepair, they will immediately discontinue use of the item and notify KentCOG of the issue on return, if not earlier. Members must not attempt to repair or tamper with any KentCOG tools/item without prior consent from KentCOG.

21. The KentCOG Team are available to assist in explaining the operation of items. However, by taking possession of any item, the Member is certifying that they capable of using that item in a safe and proper manner
22. The Member agrees that KentCOG is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items
23. The Member agrees to return the tool/item in a clean state and in good repair.

TRANSPORT

24. Wherever a Member is moving the tools/equipment, they must ensure the safe loading, securing, and transporting of all tools/equipment in accordance with all laws and guidelines. Members must observe any safety directions advised by KentCOG to ensure its safe transportation.



KentCOG Tool Library Liability Waiver

I _____ (print name), agree and confirm that:

1. I am over 18 years of age and a student registered at UoK, and that I have read, understood, and agree to the KentCOG Tool Library Membership and Borrowing Terms and Conditions.
2. I am capable and experienced in using the items I am borrowing and that I will use the items for their intended purpose and in a proper and safe manner.
3. I acknowledge the risk that use of borrowed items may be dangerous and I accept, on behalf of myself that I will use the items at my own risk and take full responsibility for any loss, damage and/or injury (including death) which may be sustained in any way connected with my use or loan of any KentCOG items.
4. I acknowledge that KentCOG do not have any specific knowledge of the intended use and cannot make any guarantees that the items provided will be fit for any purpose for which they could be supplied or used.
5. I confirm that I have read and fully understand and agree to the Liability Waiver; and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges.

Signed by: _____

Print full name: _____

Student ID number _____

Date: ____ / ____ / _____

Tool Item taken	Quantity	Date	Returned

Staff use only	Checked by	Date
Form checked		
Student has attended familiarisation session		