

# Floor Sander Reservation Instructions

Floor sanders are only available by reservation. This includes drum sanders, orbital sanders, and edging sanders. Please read these instructions in full to understand the reservation and loan process.

- Eligibility for a floor sander reservation is based on income. Only mid-to-low-income Tool Library members are allowed to reserve floor sanders.
- To qualify, a member's gross household annual income, before taxes, must be below 50% of the HUD poverty level. Please refer to the chart on back of this page, and ask Tool Library staff any questions.

Follow these steps to reserve a floor sander:

1. Write your request to reserve a floor sander (you can request more than one type). If you are unsure which sander you need, please feel free to call the Tool Library and discuss your project with the staff. On your request, please include:
  - a. The dates you would like to use the sander(s)
  - b. The type of sander(s) you want
  - c. The number of people in your household (used to calculate your income eligibility)
2. Provide proof of your annual **household** income by presenting:
  - a. Last year's 1040 income tax record
  - b. Pay stubs for the last 2 months
  - c. Government benefit statements, showing how much you receive each month
  - d. Statement from employer, saying how much you've made over the last 2 months
3. Submit your request and proof of income whichever way is most convenient:
  - a. By Email: If you can scan documents on your own, you can email it to us at: [Tool.Library@rtcentralohio.org](mailto:Tool.Library@rtcentralohio.org)
  - b. By Fax: 614-252-2593
  - c. By Mail: Rebuilding Together, P.O. Box 1347, Grove City, OH 43213
  - d. In person: During any of our open hours:
    - Mon-Wed: 9am-3pm
    - Thurs: 12-6pm
    - Saturday: 8:30am -11:30am
4. Once we verify your documents, we will contact you with final details.
5. After verification, we will not store any of your personal information. **ALL COPIES OF DOCUMENTS WILL BE DESTROYED.**
6. The loan period for all floor sanders is 7 days (with some exceptions during Holidays). **NO RENEWALS** will be allowed, as other members will be scheduled to use the sander after your return date.
7. Any floor sanders returned past their due date will be subject to a \$60 per day late fee.