



Hours of Operation

Mon-Wed:
9am-3pm
Thurs: 12-6pm
Saturday:
8:30am to 11:30am

RTCO TOOL LIBRARY
2771 E. 4TH Ave
Columbus, OH 43219
Phone: 614-258-6392
Fax: 614-252-2593
Email:
Tool.Library@rtcentralohio.org
Web: www.rtcentralohio.org

TOOL LIBRARY POLICIES

1. **No contractors.** The Tool Library is a program for members to maintain and repair their *own* living space, or properties *they own*. Tools are for Tool Library Members only and are to be used at the address on file for your home, rental units, or nonprofit project locations only. Contractors or others using our tools to make money cannot borrow.
2. Tools and equipment are loaned for 1 or 7 days. The return date is located at the top of the Loan Agreement. Failure to return the tools and equipment by the due date will incur late fees and stop the account. After 30 days, unreturned tools and equipment will be considered stolen property and charges may be filed.
3. **Tools must be returned to the Rebuilding Together Tool Library staff. Tools cannot be dropped off during closed hours.**
4. Tools must be returned clean and cords coiled or you will be subject to a **\$5.00** fine.
5. There is a **\$5.00** per day late fee for tools not returned on time. Floor sanders returned late are subject to a **\$60.00** per day late fee.
6. **No renewals.** Any tools you wish to keep longer than your initial loan period will need to be returned and checked out again on or before your due date to avoid late fees.
7. Tool Library Members are responsible for lost/stolen/broken and damaged tools – reasonable wear and tear expected. If tools are lost/stolen/broken or damaged, the Tool Library Member is responsible for:
 - Notifying the police if stolen and reporting to RTCO Tool Library
 - Cost of replacement/cost of repair of lost/stolen/broken/damaged tools
8. Borrowing privileges will be suspended until all fees are paid in full.
9. The Tool Library Member is liable for any property damage caused by the use of the tools and equipment including any damage caused by loading and unloading tools and equipment from Tool Library Member's vehicle.
10. Nonprofit members are allowed to reserve tools. All other members loan on a first-come-first-serve basis, with the exception of floor sanders. See floor sander reservation instructions for more information.
11. One person per membership. All members will be asked to present their photo ID to borrow tools.
12. Membership expires yearly. To renew membership, supply any updates of address, phone, or email to Tool Library staff when checking out tools. Members who changed address may be asked to re-apply, and won't be able to check tools out until the application is approved.
13. The Rebuilding Together Tool Library reserves the right to limit the number of tools borrowed.

The Rebuilding Together Tool Library retains the right to refuse the loan of any tool for failure to comply with any of the policies, or for falsification of any information.