



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/landlords.** 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.
2. Tools and equipment are loaned for 1 or 7 days. 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. General late fees per tool/per day are as follows: **\$.50** for hand tools, **\$1.00** for power tools, **\$5.00** for 1-day rentals, & **\$60.00** for floor sanders. ***Please always refer to the tool list late fees per tool/ per day.**
6. **Renewals:** No renewals for 1 day loan items, all other items may be renewed 1 time. Renewals must be completed in person.
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 membership card to borrow tools. Member card must match member name. You may add a second user at your address for \$5.00.
12. There is a \$1 charge for replacement membership cards.
13. Updating accounts may require 24-72 hours. No loans may be made until account is verified.
14. The Rebuilding Together Tool Library reserves the right to limit the number of tools borrowed.
15. Decisions regarding membership suspension or termination made at discretion of Rebuilding Together Executive Director

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.