

Tool Request Form

Please submit separate tool inventory form



To submit a Tool Request: You must be a HOP Member Community Partner. Fax all pages of this form to Hands On Portland at 503.413.7671. A HOP staff member will contact you to confirm your order and to schedule a date and time for pickup. **The borrowing period is 14 days.** Please call HOP office if you have a question.

Project Information

Please do not leave any blanks.

Member Agency		Contact Name for this Project	
Brief Project Description		Contact Phone Number	Contact E-mail
# of Volunteers	# of Coordinators	Volunteer Source	Date of Project

Borrowing Agreement

In consideration of the loan by Hands On Portland (Lender) to Borrower, of the tools and equipment (the 'Equipment') and the donation of supplies and materials (the 'Materials') listed on the attached, Borrower agrees to borrow the Equipment and use the Materials in accordance with the following terms and conditions. (1) Borrower accepts the Equipment and Materials in 'as is' condition; (2) Borrower agrees to return the Equipment to Lender's warehouse at 2145 NW Overton, Portland, Oregon, at the return time and date stated below; (3) Borrower agrees to provide funds in an amount sufficient to cover the cost to replace any Equipment not returned or that is returned damaged (as determined by Lender in Lender's sole discretion) with new equipment of equal value; (4) Borrower agrees to comply with all terms of this Agreement, the Member Agreement, and the Lender Procedures, as the same may be amended from time to time in the sole discretion of Lender; (5) Borrower hereby agrees, for itself, its officers and directors, employees, agents, and volunteers, their assigns, executors and administrators, to release, discharge and hold forever harmless Lender, its officers and directors, employees, agents and volunteers from all property claims, demands and actions for injuries sustained to Borrower or any of Borrower's officers and directors, and/or their property as a result of this agreement or any of the Equipment or Materials loaned or used in connection herewith, and from any cause of action, claim or suit arising therefrom; (6) Borrower hereby acknowledges that (I) its use of the Materials and Equipment is without any instruction, training or supervision by Lender, and is used by Borrower and Borrower's officers and directors, employees, agents, and volunteers at their own risk, (II) it is Borrower's responsibility to provide reasonable training and supervision to its own employees, volunteers, and agents with respect to the proper and safe use and handling of all Equipment and Materials, (III) that Lender expressly disclaims and warranty regarding the condition or fitness for a particular use of any of the Equipment or Materials provided hereunder; (7) Borrower attests that its use of the Materials and Equipment are strictly for volunteer and charitable purposes, that no services or materials are being provided to any recipient for any charge or cost, (8) Borrower attests that no services or materials are being re-sold or returned to any retailer, vendor, or manufacturer for refund, or are being used in any manner inconsistent with the Partner's Agreement or Lender's status as a 501c(3) tax deductible charitable organization, school or government entity. (9) Borrower acknowledges that it has read and understood the foregoing terms and conditions of this release and the undersigned affirms he/she has all requisite power and authority to enter into this agreement on behalf of Borrower.

Contact Signature Date Best date & time for tool pickup	HOP OFFICE USE ONLY				
	Pickup Date	Return Date			
	Assisting Staff for Pickup	Assisting Staff for Return			
	Handling Fee Amount	Paid at Pick-Up	Y	N	W
Deposit Amount	Paid at Pick-Up	Y	N	W	

To ensure accuracy, please return all pages with every request. Thank you!