



Energy Tool Library Policy & Borrower Application

Please fill out this form, print, sign and deliver to Cuesta College Community Programs, Building 4700
Cuesta College Main Campus, Highway 1, San Luis Obispo, Ca.

DATE:

Borrower Information

BORROWER FULL NAME		BORROWER COMPANY/ORGANIZATION	
CERTIFICATION TYPE & NO	EXPIRATION DATE		CERTIFICATION PROVIDER
CLASSIFICATION(S)			
BORROWER ADDRESS	BORROWER CITY	STATE	ZIP CODE
BORROWER PHONE NUMBER		BORROWER MOBILE PHONE NUMBER	
BORROWER FAX NUMBER		BORROWER EMAIL	

Insurance Information (Copy of Certificate of Liability Required)*

PRODUCER / AGENT:		POLICY NO:	
TYPE(S) OF INSURANCE (Check all that apply)			
GENERAL <input type="checkbox"/>	AUTO <input type="checkbox"/>	GARAGE <input type="checkbox"/>	UMBRELLA <input type="checkbox"/>
POLICY EFFECTIVE DATE		POLICY EXPIRATION DATE	

* If the tools will be used for educational purposes commercial liability insurance is not required and the borrower needs to sign the "Educational Use Agreement" (see page 4)

Cuesta College Energy Tool Library Policy

The Cuesta College Energy Tool Library (ETL) is a program funded by the County of San Luis Obispo and administered by Cuesta College Community Programs which loans building measurement equipment to qualified professionals in SLO County working on short term energy efficiency projects for a small rental fee. There are special considerations or borrower qualifications for most of the equipment in the ETL. This document describes the specific policies around these tools.

Response Time Guidelines

The Energy Tool Library responds to an online tool request by email within two business days with information regarding tool availability and to get more information about the project if needed. After the borrower confirms the loan, it takes one or more days (depending on the size of the loan) to prepare the instruments and make them available for pick up in [Building 4700](#) at the Cuesta College main campus. Items will not be shipped to customers due to the size of some items and since many of the instruments are sensitive and require calibration. Some instruments are few in number and may have waiting lists established. Be sure to confirm availability before making any project commitments that require tools from the Energy Tool Library.

Residential Projects

The Energy Tool Library program focuses primarily on residential projects. These tools are only made available to home performance professionals (see our certification and liability insurance policy below). Receptacle plug-load analyzers and other devices that are appropriate for homeowners interested in measuring energy use of appliances, home offices and other plug loads are available.

Borrower Responsibility and Liability

Required Certification – Borrowers of building performance testing equipment (Blower Door, Duct Blaster, etc.) must provide documentation of Building Performance Institute (BPI), Residential Energy Services Network (RESNET®)/HERS, or equivalent certification. These requirements are meant to ensure that envelope testing tools borrowed from the Cuesta College ETL are used in a safe and effective way.

Proof of Liability Insurance – The Tool Lending Library requires borrowers to furnish documentation of sufficient business liability insurance to cover up to \$10,000. This requirement is meant to ensure that tools borrowed from the Energy Tool Library are used in a safe and effective way. These instruments are picked up from and hand-delivered back to the office when borrowed. This eliminates the chance of shipping damage and delays. Borrowers must provide documentation of commercial general liability insurance. However, if the tools are being used for educational purposes a borrower does not need commercial liability and needs to sign the “Educational Use Agreement” (see page 4)

Indemnification – The Borrower assumes full responsibility for the use of the borrowed equipment and all accessories. Borrower agrees to indemnify and defend Cuesta College and its employees and agents from any claims or liabilities arising from Borrower’s actions in borrowing or using the equipment from the Energy Tool Library. Borrower agrees to waive any claims against Cuesta College, its Tool Lending

Library Policy, employees, and agents related to Borrower's actions in borrowing or using the equipment from the Energy Tool Library.

Lost or Damaged Tools – Tool borrowers agree to return equipment in the same condition it was in when borrowed. Borrowers who lose or damage equipment are asked to reimburse the Cuesta College ETL or replace the equipment with equivalent tools of equal value, to be approved by ETL staff before purchase. Borrowers who lose or damage equipment will have their borrowing privileges revoked until the equipment is replaced.

Other Considerations and Limitations

Data Logging Meters – Borrowers using data logging equipment with the intent of installing these meters in an electrical control center or any other location with line voltage (any voltage above 12V) must be installed by a licensed, qualified electrician.

Loan Period Duration – Loan periods are a maximum of one week. Due to its size, the envelope testing equipment cannot be shipped and must be picked up from and returned to the Cuesta College Community Programs office when borrowed.

Software - Data logger and other proprietary software programs associated with tools in the lending library are made available to the tool borrower for the duration of the loan. Borrowers agree to un-install these programs after the tools are returned.

Special Research and Educational Loans – There are cases where extended loan period may be granted for research or educational purposes. We will assess these special projects on a case-by-case basis.

Loans Outside of San Luis Obispo County, California – As a SLO County, California-funded program, tools cannot be loaned to borrowers whose primary address is located out of San Luis Obispo County. The only exceptions to this policy occur when a California customer is involved with an investigation, training or demonstration project outside of California where the data gathered ultimately benefits California energy efficiency efforts. Please contact the Cuesta College ETL at (805) 546-3180 if you have questions.

Borrower's Agreement

Borrower (hereinafter "Borrower" means anyone borrowing equipment from the Cuesta College Energy Tool Library) agrees that in no event shall the Cuesta College ETL be liable to the Borrower for any damages arising out of or connected with this tool loan. The Borrower listed in this application shall be the only authorized user of any rented tools and is not to lend or rent tools to any other person or organization. Borrower will review the specifications of this equipment and will be aware of its limitations and uses. Misapplication of the equipment, injury of any type sustained during installation or damage to the Borrower's facility or equipment shall be the Borrower's responsibility. Installation of tools in mechanical equipment rooms or other potentially hazardous areas should be done by qualified personnel experienced with mechanical operating systems. The tools are intended for projects that identify or quantify energy savings opportunities in buildings. *Power monitoring equipment in the ETL is not revenue grade and is not to be used to verify utility billing data.* If borrowed, data logger software will not be copied or used beyond the term of the loan. The tools are made available through funding from County of San Luis Obispo. Borrowers may be asked to *fill out a survey* form after using the ETL Program in order to track the success of creating a clean energy workforce. Borrower shall maintain insurance and comply with all other requirements of the ETL Policy. The Borrower assumes full responsibility for the use and return of the borrowed equipment and all accessories in full working order and for the repair or replacement costs of damaged or unreturned components. Borrower agrees to indemnify and defend Cuesta College and its employees and agents from any claims or liabilities arising from Borrower's actions in borrowing or using the equipment from the ETL. Borrower agrees to waive any claims against Cuesta College, its employees, and agents related to Borrower's actions in borrowing or using the equipment from the Energy Tool Library. The Borrower Application must be submitted with the initial Tool Request Form and again when changes in borrower information occur.

Agreement

I have read this form in its entirety and agree to its statements. A copy of my Driver's License, BPI (or equivalent) Certification and Certificate of Insurance are attached as required.

NAME (PLEASE PRINT)	SIGNATURE
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FOR OFFICE USE ONLY	STAFF INITIALS	EDUCATIONAL USE AGREEMENT
Certification Verified and Photocopied		<i>I agree to only use the requested tools for educational purposes, not for commercial purposes.</i> Signature _____
Identification Verified and Photocopied		
Insurance Verified and Photocopied		
Credit Card on File		