



## Tool Request Form

A Tool Request Form must be submitted each time an item is borrowed. Please note that lead time on loan requests is subject to availability and demand. To avoid disappointment, call 805-546-3180 or email [npina@cuesta.edu](mailto:npina@cuesta.edu) to assure the equipment you need is available for your project. 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 or scan and email to [npina@cuesta.edu](mailto:npina@cuesta.edu).

### Borrower Information

DATE
BORROWER NAME

### Project Info (Where tools will be used?)

PROJECT ADDRESS	
CITY	ZIP

### Project Description

Please briefly describe what the tools are being used for and any potential post measure actions which may result because of their use. (This helps the ETL better understand the needs of its borrowers. )

### Requested Tools

Please list which tools you are wishing to borrow.

1		4	
2		5	
3		6	

### Requested Loan Period

Please allow 2-3 working days of lead time for renting tools. Tool loans are for one week. Tool loans beyond one week can be requested and are evaluated on a case by case basis.

START DATE:	RETURN DATE:
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## 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 Energy Tool Library 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 Energy Tool Library. 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.

NAME (PLEASE PRINT)	SIGNATURE
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I do not have commercial liability insurance and will only be using the tools for educational purposes.

FOR OFFICE USE ONLY		STAFF INITIALS
Borrower Application on file		
<b>APPROVED DATES OF LENDING</b>		
Tools checked out on:		
Tools agreed to be returned on:		
Tools Returned on:		