

## GCA SHEFFIELD TOOL BANK Main Points of Tool Hire

- **USE TOOLS SAFELY**  
You are required to use the tools in accordance with any instructions supplied and in a safe and responsible manner. Do not force tools to carry out work which they appear to struggle to do.
- **REPORT FAULTY TOOLS IMMEDIATELY**  
When hiring a tool which happens to be faulty, please report this as soon as possible, as otherwise it may be assumed you have had proper usage of the tool for which you will be charged. Please leave a message if no-one answers.
- **DO NOT TRY TO REPAIR FAULTY TOOLS**  
Do not attempt to repair any faults yourself and you will be offered a replacement in the case of your receiving a faulty tool.
- **YOU ARE RESPONSIBLE FOR ANY THEFT OR LOSS**  
Please store tools in a safe and secure location. **You are responsible for any theft or loss of tools, and will need to pay replacement cost.** You may wish to check whether your insurance covers any such loss if you are concerned  
*Please note: Your deposit will be kept until we receive the replacement cost*
- **YOU ARE RESPONSIBLE FOR ANY DAMAGE**  
**You will need to pay the cost of any repair or cleaning required to tools, as a result of misuse or negligence.** This does not apply to wear and tear from normal use, which is usually apparent.  
*Please note: Your deposit will be kept until the repair is completed.*
- **RETURN TOOLS ON THE DUE DATE**  
Please return any tools to the Toolbank on the due date, to avoid any further charges. If you need to use any tool for a longer than expected time, please telephone to arrange an extended period, which can be done at a reduced cost.

***Enjoy your gardening and DIY tasks!***

**I understand the above points and agree to abide by them.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\* Full terms and conditions of hire are available in Toolbank office**