



**Tool Lending Library
Hosted by the Marin Builders Association
TOOL REQUEST FORM**

**Request Form must be received at least 24 hours in advance for consideration.
Email completed form to casey@marinba.org or Fax to 415-462-1225 and wait confirmation response.**

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, please await a reply from casey@marinba.org to assure the equipment you need is available for your project.

DATE	OFFICE USE ONLY – BORROWER NUMBER
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1. Borrower Information

Enter contact information for the person who will be responsible for the tools. A copy of certification is required.

BORROWER FULL NAME		BORROWER COMPANY/ORGANIZATION	
CSLB OR CERTIFICATION NO	EXPIRATION DATE	CERTIFICATION PROVIDER	
CLASSIFICATION(S)			
BORROWER ADDRESS	BORROWER CITY	ZIP CODE	EMAIL
BORROWER PHONE NUMBER	BORROWER MOBILE PHONE NUMBER		

2. Project Information (Where will the tools be used)

PROJECT OR BUILDING NAME			
PROJECT OR BUILDING NAME ADDRESS	CITY	STATE	ZIP CODE

3. Requested Tools and Project Description

Please list which tools you are wishing to borrow. Describe what you want to learn from your study? List what needs to be measured? Note that a specific tool may not be available and we cannot guarantee availability.



4. Requested Loan Period

Allow at least 2 or 3 days lead time. Duration for Loan - Loans are typically short-term (up to 1 week). Data loggers may be loaned out for longer periods, depending on the project type and the availability of the requested tools.

START DATE	RETURN DATE
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5. Potential post-measurement actions

Please describe possible energy conservation measures (ECMs) and/or demand reduction strategies that you may implement as a result of using these tools (i.e. repair and/or retrofit work, equipment replacement, installing new control system, etc).

Important, please read:

Borrower (hereinafter "Borrower" means anyone borrowing equipment from the Tool Lending Library) agrees that in no event shall the Marin Builders Association, MBA, be liable to the Borrower for any damages arising out of or connected with this tool loan. 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 Tool Lending 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 California Workforce Investment Board and managed by the Marin Builders Association. Borrower shall maintain insurance and comply with all other requirements of the Tool Lending Library 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 the County of Marin and the Marin Builders Association and its employees and agents from any claims or liabilities arising from Borrower's actions in borrowing or using the equipment from the Tool Lending Library. Borrower agrees to waive any claims against the County, the Marin Builders Association, its employees, and agents related to Borrower's actions in borrowing or using the equipment from the Tool Lending Library.

The Borrower Application must be submitted with the initial Tool Request Form and again when changes in borrower information occur. The tools will be available on a first come, first serve basis. Borrowers can only request one (1) item from each of the different items available. In other words, you cannot borrow two (2) Blower Doors at the same time, even if they are for two different projects in which they are working. You may borrow multiple tools at the same time as long as they are not duplicate tools.



Agreement

___ I have read this form in its entirety and agree to its statements. A copy of my Certification and Certificate of Insurance are attached as required.

NAME (PLEASE PRINT)

SIGNATURE

FOR OFFICE USE ONLY	PROVIDER	LICENSE, CERTIFICATION OR POLICY NO	EXPIRATION DATE	STAFF INITIALS
Borrower App on File				
Certification Verified				
Identification Verified				
Insurance Verified				

Please email or fax completed form to Casey Mazzoni, Marin Builders Association at FAX (415) 462-1225 or casey@marinba.org.

Marin Workforce Investment Board
TOOL LENDING LIBRARY
Marin Builders Association
660 Las Gallinas Ave
San Rafael, CA 94903