

COMMUNITY TOOL SHED RENTAL PROCEDURE



INTRODUCTION

The following provides an overview of the procedure for renting equipment from the Neighborhood Engagement Hub's Community Tool Shed. Questions about this procedure can be directed to the Tool Shed Manager, Hurb Pitts. ***The intention of this procedure is to protect the Neighborhood Engagement Hub against theft and ensure the Community Tool Shed equipment remains available to everyone in the City of Flint. Thank you for your understanding and cooperation.***

PROCEDURE FOR REQUESTING TOOL RENTAL

1. The renter must be present at the time of rental
2. Must provide two forms of valid identification – including at least one form of identification that includes a photo and one form that includes a home address
 - Examples of photo identification: Driver's license/state ID, Passport, School ID
 - Examples of address identification: Recent utility bill, piece of mail
3. Must provide number for a working phone
4. Once information is provided, the Tool Shed Associate will
 - Verify the address is valid by reviewing the property address on the Flint Property Portal
 - Call the phone number to ensure it is a working number
5. Equipment is provided to tool renters on a first come first served basis. If you have a request for a particular type of equipment or multiple pieces of equipment for a clean-up, submit the request in writing to the Tool Shed Manager as soon as possible
 - The Tool Shed Manager will then contact you when the equipment is available.
 - The Tool Shed Manager has discretion over whether or not weather and other conditions allow for equipment to be used on a particular day.
 - In the event that a cancellation must occur due to weather or other circumstances, the tool renter must contact the Tool Shed Manager to reschedule.
 - Some equipment may require property inspection before use.

The Tool Shed Associate may also request time to drive by the property to ensure the property address is valid.

AFTER TOOL RENTAL IS COMPLETED

The Tool Renter must:

1. Return the equipment in a timely manner. This timeframe will be discussed with the Tool Shed Associate when equipment is rented, based on the size of the job.
2. Immediately report lost, damaged or stolen equipment

Equipment kept overnight must be arranged at the time of the tool rental and is to be returned at an agreed upon time.

Failure to return equipment will result in the loss of your ability to rent equipment in the future, until a replacement fee is paid or an alternative arrangement is made.