

**City of San Antonio**

**Code Enforcement Division Community Tool Shed**

150 Guadalupe St.  
San Antonio, TX 78204

**Application for Borrowing Privileges**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Driver's License Number/State: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Conditions of Agreement**

- You must be a resident, community group or business in the City of San Antonio to participate in the Code Enforcement Division Community Tool Shed Program
- You must provide proof of residency
- You must read and agree with Tool Shed guidelines.
- You must read and agree with the proper use of tools and equipment requirement
- You must sign the Waiver of Liability form before tools can be loaned from the Tool Shed
- The application is valid for a period of one year and must be renewed in person, annually.
- Any individual with an outstanding debt to the City must resolve that obligation before being eligible to participate in the program.

**For Power Washer Users ONLY:**

I understand that if I am working on a home built before 1978, it is possible that the paint may be lead-based. I have been provided information regarding the hazards associated with lead based paint. Initial \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Applicant Name**                      **Date**

\_\_\_\_\_  
**DSD Staff Name**                      **Date**

# City of San Antonio

## Code Enforcement Division Community Tool Shed

### Tool Shed Guidelines

ONLY residents, community groups, or businesses in the City of San Antonio may borrow the tools from the Tool Shed to complete a community project. Upon completing an application, showing proof of residency and signing a waiver of liability form, tools may be signed out from the Tool Shed.

- Borrower must pick up and return tools on Mondays and Fridays between the hours of 8:30 AM – 9:00 AM.
- Borrower must clean tools and return them to the Tool Shed in the condition in which they were borrowed. Equipment/tools returned in an unclean or broken condition may result in the user not being allowed to borrow tools /equipment in the future.
- Borrower is responsible for any injury to self or damage to his/her property or the property of others occurring from the use of the Community Tool Shed equipment/tools.
- Borrower is responsible for the use of tools by others/third party.
- Borrower shall ensure power tools are only be used by individuals 18 years of age or older.
- Power tools that require fuel (gas and oil mixture) will be loaned with an accompanying fuel can. Borrower is required to purchase their own gas and/or oil in accordance with the instructions and user manual for the tool/equipment.



## Tool Request Form

### Contact Information

Name: (please print)			
Address:		City/State/Zip:	
Phone:		E-Mail:	

**Tools Requested:** *(Supplies will be loaned based on availability and if use is within guidelines. These items MUST be returned.)*

	Equipment	Qty	Equipment	Qty	Equipment	Qty	Equipment	Qty
<input type="checkbox"/>	Lawnmower	_____	<input type="checkbox"/>	Metal Rake	_____	<input type="checkbox"/>	Pick Axe	_____
<input type="checkbox"/>	Weed Eater	_____	<input type="checkbox"/>	Leaf Rake	_____	<input type="checkbox"/>	Push Broom	_____
<input type="checkbox"/>	Chainsaw	_____	<input type="checkbox"/>	Bolt Cutters	_____	<input type="checkbox"/>	Scrapers	_____
<input type="checkbox"/>	Pole Pruner (gas operated)	_____	<input type="checkbox"/>	Lopper	_____	<input type="checkbox"/>	Shovel(s)	_____
<input type="checkbox"/>	Pole Pruner (manual)	_____	<input type="checkbox"/>	Pitchfork	_____	<input type="checkbox"/>	Scoop Shovel	_____
<input type="checkbox"/>	Hand Pruner	_____	<input type="checkbox"/>	Machete	_____	<input type="checkbox"/>	Garden Shovel	_____
			<input type="checkbox"/>	Bolt Cutters	_____	<input type="checkbox"/>	Spade Shovel	_____
							<input type="checkbox"/>	Drainage Shovel
							<input type="checkbox"/>	Ryobi Drill
							<input type="checkbox"/>	Saw Horses
							<input type="checkbox"/>	Ladders
							<input type="checkbox"/>	Wheelbarrow
							<input type="checkbox"/>	Hammers

Tool Pickup Date:		Tool Return Date:	
Pickup Location:	150 Guadalupe Street	Pickup Dates/Times:	Mondays & Fridays 8:30 a.m. - 9:30 a.m.

### Loan Agreement

The requested tools must be used for the completion of a community project only. Tools must be picked up and returned to the Community Tool Shed located at 150 Guadalupe Street. All tools must be stored in a secure location protected from the weather. Tools must be returned within one week in order to ensure their availability for use by other residents and community organizations. Failure to abide by these conditions may make you ineligible to borrow tools in the future.

<i>Signature</i>	<i>Date</i>
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### Office Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
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<i>Staff Signature</i>	<i>Date</i>
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