



**Sonoma County Energy and Sustainability Division
Tool Lending Library
BORROWER APPLICATION**

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 TLL@sonoma-county.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	STATE ZIP CODE
BORROWER PHONE NUMBER ()		BORROWER MOBILE PHONE NUMBER ()	
BORROWER FAX NUMBER ()		BORROWER EMAIL	

1. Insurance Information

Copy of Certificate of Liability Required

PRODUCER / AGENT	POLICY NO
INSURED	INSURED ADDRESS
TYPE(S) OF INSURANCE GENERAL AUTOMOBILE GARAGE UMBRELLA WORKERS COMP PROFESSIONAL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
INSURER A	INSURER B
POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE

Important, please read:

Borrower, as a condition of and material inducement for the County lending to Borrowertools, instruments, devices, and/or equipment (*collectively and individually*, "tools") from the Sonoma County Energy and Sustainability Division Tool Lending Library, acknowledge and agree as follows:

Borrower shall comply with all requirements of the [Sonoma County Energy and Sustainability Division Tool Lending Library Policy](#).

Indemnification – The borrower shall sign and maintain a Waiver and Indemnification Agreement, in the form determined by the County, to cover all loans of TLL tools.

Lost or Damaged Tools – 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. Borrowers agree to return tools in the same condition as when they were checked out. Borrowers who lose or damage tools shall reimburse ESD or replace the tools with equivalent tools of equal value, to be approved by ESD staff before purchase. Borrowers who lose or damage tools will have their borrowing privileges revoked until the tools are replaced.

Power Logging Meters – Borrowers using power logging equipment with the intent of installing these meters in an electrical control center or any other location with line voltage (any voltage above 12V) must be installed by a licensed, qualified electrician. 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.

Installation in Mechanical Equipment Rooms— Installation of tools in mechanical equipment rooms or other potentially hazardous areas must be done by qualified personnel experienced with mechanical operating systems.

Software - Data logger and other proprietary software programs associated with tools in the lending library are made available to the borrower for the duration of the loan. Borrower shall not alter, corrupt, or copy such software, or any component thereof. Borrowers agree to un-install these programs after the tools are returned.

Failure to comply with the above or any requirements set forth in the Energy and Sustainability Tool Lending Library Program Policies may result in revocation of borrowing privileges.

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. A copy of my Certification and Certificate of Insurance are attached as required.

NAME (PLEASE PRINT)

SIGNATURE



Sonoma County Energy and Sustainability Division
TOOL LENDING LIBRARY
2300 County Center Dr., Suite A105 Santa Rosa, California 95403
Phone: (707) 565-6470 Fax: (707) 565-6474
TLL@sonoma-county.org
www.sonomacountyenergy.org

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