



Sonoma County Energy and Sustainability Division
Tool Lending Library
TOOL REQUEST FORM

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 scheduling issues, please await a reply from TLL@sonoma-county.org to assure the equipment you need is available for your project.

DATE	BORROWER NUMBER
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1. Borrower Information

Enter contact information for the person who will be responsible for the tools.

BORROWER FULL NAME	BORROWER COMPANY/ORGANIZATION		
BORROWER ADDRESS	BORROWER CITY	STATE	ZIP CODE
BORROWER PHONE NUMBER ()	BORROWER MOBILE PHONE NUMBER ()		
BORROWER FAX NUMBER ()	BORROWER EMAIL		

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

PROJECT OR BUILDING NAME			
PROJECT OR BUILDING ADDRESS	CITY	STATE CA	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.

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4. Requested Loan Period

Allow at least 2 or 3 days lead time. Duration for Loan - Maximum 1 week, unless otherwise approved by County.

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 Terms and Conditions for Borrowers, 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.

Agreement

I have read this form in its entirety and agree and accept all provisions and Terms and Conditions.

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

County of Sonoma Energy and Sustainability Tool Lending Library

WAIVER AND INDEMNIFICATION AGREEMENT

I, _____, am borrowing tools, instruments, devices, and/or equipment) (collectively and individually, "tools") from the County of Sonoma under the Energy and Sustainability Division Tool Lending Library Program, to conduct energy testing and other evaluation. In consideration of such and as material inducement for the loan of such tools, I agree as follows:

I agree that in no event shall the County of Sonoma, or its directors, officers, agents employees, or volunteers (collectively and individually, "County") be liable for any claims or damages arising out of or connected with the tools or their use.

I agree that I will review the manuals and specifications of the tools and will be aware of its limitations and uses. Misapplication of the tools, injury of any type sustained during installation, or damage to property or equipment shall be solely my responsibility. I assume full responsibility for the use of the tools and all accessories

I recognize the inherent dangers and risks in the transport, loading, unloading and use of the tools. I acknowledge that the County has no ability and no duty to supervise, instruct, or otherwise control my use or maintenance of the tools, or the use or maintenance of such tools by any other person. I further acknowledge and accept that the County does not represent or warrant in any way that the tools are appropriate for my intended use, and that no guarantee or warranty is made as to purpose, fitness, accuracy, or other quality of the tools or that the related specifications or other materials provided by County are complete, current, or otherwise reliable. I am accepting the tools as-is, where-is, and have been afforded prior opportunity to research, examine, and otherwise investigate the tools for my use, intended or not.

I represent that I am eighteen (18) years of age or older, and capable and experienced in the use of the tools that I am borrowing; that I will use the tools for their intended purpose; and that I will maintain the tools in a safe and proper manner while they are in my possession and/or control. I will not allow any other person to use the tools.

I hereby for myself and for my heirs, successors and assigns, agree to defend, indemnify, release and hold harmless the County from any and all liability, loss, claims, and demands, actions or causes of actions for any loss, including but not limited to, the death or injury to any persons, and for any damages to property suffered or incurred by myself or any person which arises or may arise or be occasioned in any way from the transport, loading, unloading, use, storage of, or reliance on the tools, or arising out of or related in any way to the tools, including, but not limited to, any claims for faulty or defective equipment or maintenance, or any negligence of the County, including any concurrent or contributory negligence by County, but to the extent required by law, excluding liability due to County's conduct. I affirm that I have read and fully understand this Waiver and Indemnification Agreement.

Agreement

I have read this form in its entirety and agree to its statements.

NAME (PLEASE PRINT)

SIGNATURE