



Organizational Membership Packet

Does your organization want to borrow tools from the HNL Tool Library to do a project? By popular demand, we have created a new way to partner up with the HNL Tool Library: Organizational Membership.

Organizational Members are organizations such as non-profits, community groups, schools, co-ops, and other groups that are doing good in our community.

Organizational memberships allow any authorized member of the organization to borrow and use tools from the library. Many organizations can take advantage of this opportunity to cut their budgets by eliminating the need to buy tools for their projects. We hope that the availability of our hundreds of tools will inspire organizations to dream up their next projects, like it is already inspiring our individual members.

Is my organization eligible to join as an Organizational Member?

Organizational memberships are available to charitable and community organizations only. These include non-profit 501(c)(3) organizations, neighborhood associations, and educational institutions. Note that your organization does not need to be a registered 501(c)(3) non-profit to qualify.

How does my organization become an organizational member?

To become an organizational member, organizations must complete the application below. The first time that your organization borrows tools, you will be asked to sign an agreement that you understand the Borrowing Policy and agree to waive and indemnify the HNL Tool Library against injury or damage.

How does my organization borrow tools?

Each organizational member can designate up to 5 individuals who may borrow tools on behalf of the agency. The designated individuals will be responsible to bring back the tools after one week. Regular borrowing policies apply to organizational members.

Can other individuals who are part of the organization use the tools?

Any volunteers, staff, or other individuals affiliated with your community group are allowed to use the tools as long as they're capable of doing so in a safe and proper manner. Your organization and designed borrowers will be responsible of making sure that tools are used properly and in a safe manner by authorized individuals only.

Can my organization reserve tools?

Yes. Organizational members have the privilege of reserving tools for an event or project. Please notice us at least two weeks in advance, this enables us to pull the tools you need out of circulation and set them aside for your group.

If my organization currently has some tools, can we share them with other HNL Tool Library members?

We strongly encourage all members to share their tools with the rest of the HNL Tool Library community. Like we say “the more we share the more we have”. By sharing your tools, you help strengthening the local sharing economy and unlock a lot of potential in our community; you also save money on maintenance and storage, and receive a tax-deductible receipt for the items donated. These tools will become part of our shared inventory and will be available for you to access at anytime.

Are there restrictions to what the tools can be used for?

We’re flexible and always willing to help. Generally speaking, though, HNL TL tools may not be used for commercial purposes (i.e., for for-hire contracting or trade work). The use of the tools shall be limited to charitable use only.

How much does it cost to become an organizational member?

Organizational members pay annual dues based on their annual budget according to the scale below. Our goal is to help you save money and be more resource-efficient. These membership dues help us afford the upkeep and safety of our inventory. If necessary, we will refer to your organization’s most recent 990 form to

Organization’s Annual Budget	Annual Membership Dues
\$0-5,000	\$55
\$5001-15,000	\$100.00
\$15,001-100,000	\$150.00
\$100,001-250,000	\$200.00
\$250,001+	\$250.00

If your organization is not able to fit this expense in this year’s budget, let us know. We might be able to find another way for you to contribute.

Do you have more questions? Please email us at info@hnltoollibrary.org

Are you ready to apply? Just fill out the 1-page membership application below and forward it to us at info@hnltoollibrary.org, or mail it to :

HNL Tool Library
200 Keawe St.
Honolulu 96813

Organizational Membership Application



Organization Information (Please Print):

Name _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email Address: _____

Director / Administrator Information (Please Print):

Name _____
Title _____
Address _____
City, State, Zip Code _____
License ID # _____
Phone Number _____
Email Address _____

Applicant's Signature _____

Date _____

Designated Borrowers

Please provide the information below of any additional persons authorized to use the Tool Library on behalf of your organization. Designated borrowers will be required to sign and agree to our Borrowing Policy and Waiver of Indemnification (displayed below)

1. Name: _____ E-mail Address: _____
2. Name: _____ E-mail Address: _____
3. Name: _____ E-mail Address: _____
4. Name: _____ E-mail Address: _____
5. Name: _____ E-mail Address: _____

How does your organization intend to use the Tool Library?

What's your most recent annual operating budget?

Organizational Member Borrowing Policy

1. **The borrower certifies that he/she has sufficient authority to enter into this Group Borrowing Agreement with the HNL Tool Library (HNLTL)** on behalf of his/her community group. Borrower agrees to provide HNLTL with their name, contact and ID information.
2. By taking possession of any item from HNLTL, **the borrower warrants that he/she is capable of using that item in a safe and proper manner.** He/she further agrees to ensure that any volunteers, staff, or other individuals affiliated with his/her community group who also use the item are capable of doing so in a safe and proper manner. The borrower agrees that the HNLTL has no control over the manner in which borrowed tools are operated during the loan period. Members shall not remove any operational or safety instructions from tools or items borrowed from the HNLTL
3. **Members will not specifically be charged for borrowing any tool unless it is returned in a state that indicates severe neglect and misuse by the Borrower.**
4. **The organizational member shall not permit the use of items checked out to them and their community group by any other person or group** unless by the express permission of HNLTL.
5. HNLTL tools may **not be used for commercial purposes** (i.e., for for-hire contracting or trade work).
6. The borrower agrees that **HNLTL is not responsible for any manufacturing defects** in quality of workmanship or materials inherent in any borrowed tools.
7. The borrower agrees that **if any borrowed tool becomes unsafe or in a state of disrepair, he/she will immediately discontinue use** of the tool and notify HNLTL of the issue on return, if not earlier.
8. All items in the HNLTL collection are first come, first served, and **specific tools needed may not be available for borrowing at the time requested.** An Organization Member may reserve tools with a two weeks notice. However, this does not guarantee that the tool will be available on requested date.
9. **Items are to be returned in the same condition as they were issued**, barring normal wear and tear. All items must be returned clean. The borrower agrees to pay for the loss of or damage to any item and further agrees to accept HNLTL staff's assessment of condition of items and to further agree to HNLTL staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or in total. This restitution amount could equal replacement cost of the item plus handling and processing fees.
10. **If a tool is returned late, the Member will be responsible for late fees.** Late fees are capped at the value of the tool plus a \$10 administrative fee per tool. If a tool is 60 days late, Member is given 1 additional week to return/replace tools or membership is permanently revoked. HNLTL may replace severely delinquent tools, holding the Member responsible for the full replacement cost plus the \$10 administrative fee. Fines must be paid in full before borrowing additional items.



11. HNLTL reserves the right to discretion.

refuse the loan of any item at its

12. The borrower agrees to HNLTL and Reuse Hawaii for any injury or injuries of any nature suffered or incurred in the use of the tools borrowed.

waive any and all claims against

13. The borrower further agrees to release and indemnify and hold harmless HNLTL and Reuse Hawaii and their officers, agents, employees, and volunteers from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of the tools borrowed.

Member Waiver of Indemnification

To be signed by designated borrowers before checking out tools for the first time.

I, _____ (print name,) state that I am capable and experienced in using the tools I am borrowing, and that I will use the tools I am borrowing in a proper manner.

I, _____ (print name,) do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, waive any and all claims against HNL Tool Library and Reuse Hawaii, its officers, agents, employees, and volunteers for any injury or injuries of any nature that I may suffer or incur in the use of the tools that I am borrowing from the HNL Tool Library.

I, _____ (print name,) do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless HNL Tool Library and Reuse Hawaii, its officers, agents, employees and volunteers from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of tools I am borrowing from the HNL Tool Library. I am aware that HNLTL, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

I affirm that the above information is current, true and correct and may be subject to verification. I further state that I have read and fully understand the rules and regulations of the HNL Tool Library and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and signed a Waiver and Indemnification form, relinquishing any and all claims against HNL Tool library and Reuse Hawaii, its officers, agents, employees, and volunteers.

Signature _____ Date: ____ / ____ / ____