**Process**

1. Eligible individuals wishing to rent tools from North End hardware will first come to the Harrison Neighborhood Association office and discuss the types of tools they plan to rent and the length of the rental.
2. Staff will then consult North End’s pricing catalog to determine a cost estimate and complete an authorization form. The form would contain the following information: authorization number, name, address and telephone, items to be rented and length of rental, and expiration date.
3. Residents will also be required to provide driver’s license or Minnesota ID card and credit/debit card information that matches the license/ID information. The credit/debit information will only be used in the case of late or broken tools.
4. Residents will provide a ‘before’ picture of the work to be completed with the rental tools to HNA.
5. Residents will go to North End with a copy of their authorization form to rent the specified items. Renters will be required to show a driver’s license or Minnesota ID card that has the same contact information as the authorization form.
6. If you return the rental items late or broken, you will be charged for the additional fees. North End will record the additional fees on their copy of the renter’s authorization form and will invoice HNA with the additional fees indicated (the authorization form will be required by North End to charge to the HNA account). Any difference in the amount due and original authorized amount that is a result of additional rental days or broken tools will be the responsibility of the renter and will be deducted by HNA from their credit/debit card.
7. North End will bill HNA on a monthly basis. North End’s invoice will include: authorization number, rental date(s), items and amount.
8. HNA will cross check North End invoice with authorization form copies.
9. HNA will submit invoices to the City for refund.

**Guidelines**

1. Eligibility is limited to Harrison residents.
2. Tools may be used only at the Harrison neighborhood property that the renter occupies.
3. Tools may not be used by contractors for services.
4. Rental limit to $300 per property per year.
5. Rental items are to be used for improvements to residential property.
6. HNA staff will keep records of individual use.
7. ‘Before’ pictures are required prior to approval for an authorization form and ‘after’ pictures once work has been completed. Photos will be used in reporting and promotional materials (names and addresses will be disassociated). These can be emailed to [info@hnampls.org](mailto:info@hnampls.org), brought in to the office, or a time can be scheduled with HNA staff to take the picture at your property.