

Gardening Club Tool Borrowing Guidelines

Dear Club Members,

We are pleased to offer a selection of gardening tools for borrowing. Please adhere to the following guidelines to ensure a smooth borrowing process:

Borrowing Procedures:

1. Check the availability of the tools by visiting our online tool inventory.
2. Complete the borrowing form available at the club's front desk.
3. Provide your membership ID and contact information.
4. Return tools within the agreed-upon time frame.

Usage Guidelines:

- Tools must be used for club-related gardening projects only.
- Always handle tools with care and return them in clean condition.
- Report any damage or malfunction to the club committee immediately.

Return Policy:

Tools should be returned during club hours. Late returns may incur a fee. Thank you for your cooperation!

Happy Gardening!

Sincerely,
The Gardening Club Committee