

Gardening Tool Lending Rules

Dear [School Name] Staff,

We are pleased to offer a variety of gardening tools for lending to support our local schools' gardening programs. Below are the rules and guidelines to ensure proper use and care of the tools:

Lending Rules:

1. Tools may be borrowed for a maximum of [X weeks].
2. Each school must designate a responsible staff member for tool management.
3. Tools must be returned in the same condition as borrowed, excluding normal wear and tear.
4. A borrowing form must be completed for each lending (available at [link to form]).
5. If any tool is lost or damaged, the school will be responsible for repair or replacement costs.

Care and Maintenance:

1. All tools should be cleaned after use and stored properly.
2. Report any issues with tools immediately to [Contact Information].
3. Tools should be checked for functionality before returning.

Thank you for your cooperation and commitment to creating a vibrant gardening experience in our schools. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]