COVID-19 Tool Loans Policy

At the discretion of the Lead Stewards, Tools may be loaned out of Nova Labs (NL) spaces during the COVID-19 closure to Key Members (KM) in good standing who have active sign-offs for the item in question (if applicable).

- Permission must be granted in writing by the lead steward for the tool in question.
- If the tool is privately owned and loaned to Nova Labs, permission from the owner must also be documented.
- When KM assumes possession of the tool, a detailed photo or video of the tool must be submitted immediately. This documentation will serve as evidence of tool condition at the time of pickup, safeguarding both NL interest and ensuring the KM is not liable for damage that occurred prior to taking possession.
- Tools may be transferred between KM with lead steward approval. It is at the full discretion of the lead steward if transferring between KM is allowed, and photo or video documentation must be updated upon transfer.
- The key member being loaned the item will agree to return the item in similar working order with in 48 hours of the time of the lead steward’s choosing, or per guidance issued by the Board of Directors.
- Nick Lattanze will arrange curbside pickup of tools, by appointment only, and maintain a spreadsheet documenting Steward sign-off, Tool location, and Key Member possession.
- After return to NL, tools must be bagged in a plastic garbage bag, labelled with the return date, and let to set unused for 14 days unless they can be appropriately disinfected.
- All tools out on loan will be returned within 72 hours of Stewards recalling them in anticipation of the makerspace re-opening.