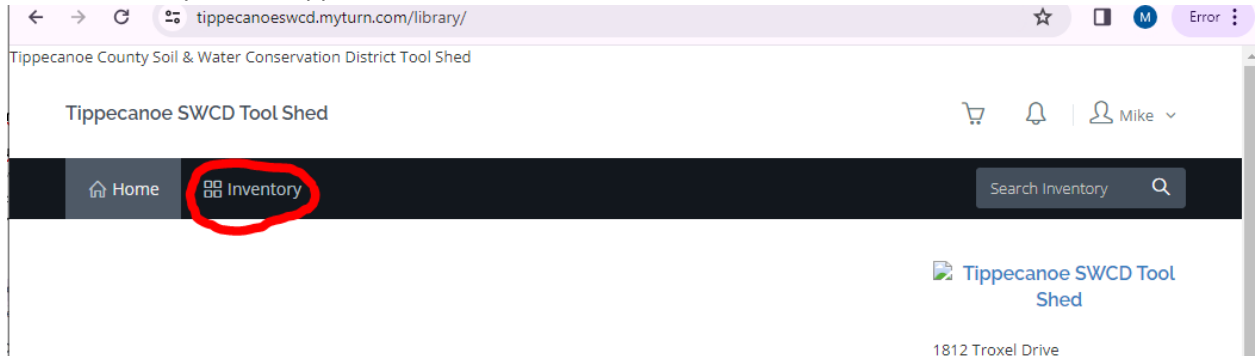
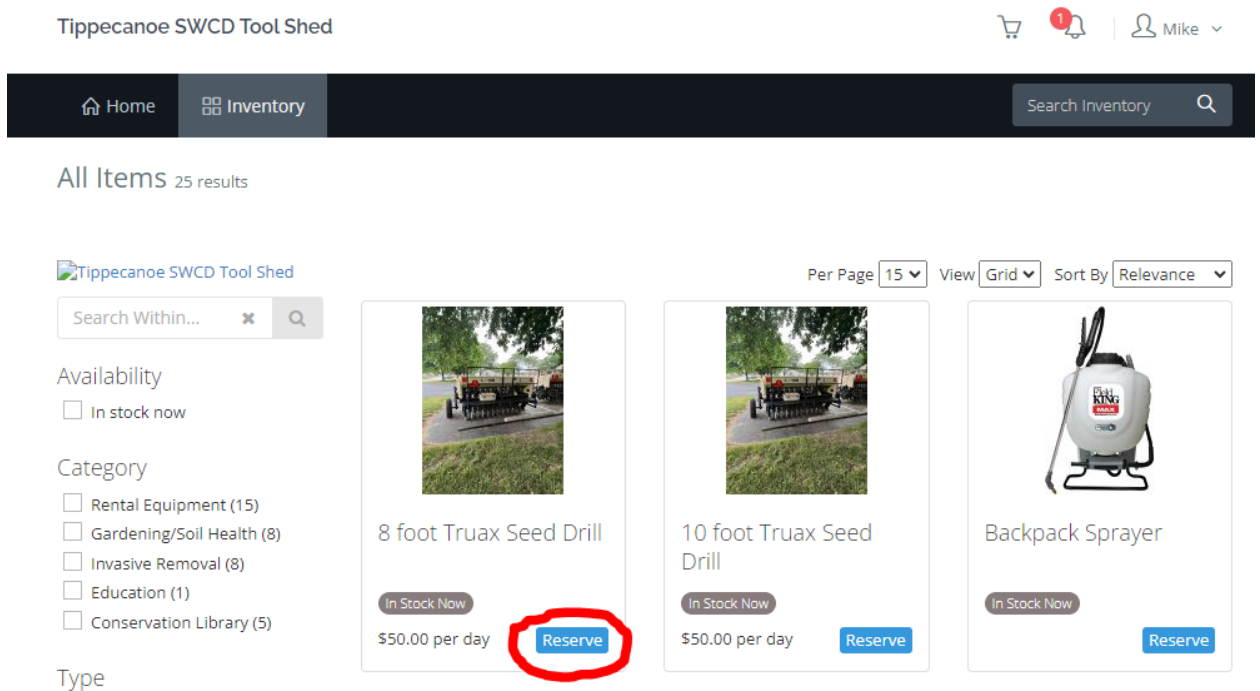


## Reserving an item in MyTurn

1. Log in to your MyTurn account. If this is your first time using MyTurn, select “Create Account.” When creating a new account, you will be required to enter a credit card number. We accept payment via cash, check, and card. The card associated with your account will be charged in the event of lost or damaged items.
2. Click “Inventory” in the upper left corner of the screen.



3. Click the blue “Reserve” button on the item you would like to rent.



4. In the window that opens, click the start and end dates for when you are reserving the item. Select the start date in the “From” calendar on the left, and the end date in the “To” calendar on the right. Reservation dates can be adjusted later to accommodate weather, etc.

After selecting dates, click the “Add Items” button if you would like to return to the tool library to reserve more items. Click the “Cart” button if you are ready to confirm the reservation.

## Pickup



Pick up of Conservation tools happens at 1812 Troxel Dr. Lafayette, IN 47909. Please check in at the office in the USDA building. We are open M-F 8:00 am through 4:30 P.M. Please call us at 765-474-9992 ext. 3 if you are coming from a distance to make sure someone is available to help you. Our office is closed for all Federal Holidays.

Click on the start and end dates for your reservation. When you're done selecting items, view your cart to confirm and submit your reservation. You can adjust quantities when viewing the cart.

**From**

«	April 2024						»
Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

**To**

	April 2024						»
Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					


**Dates** April 16–April 18 (2 days)

Cancel

+ Add Items

Cart

5. Confirm your reservation details and then click the green “Submit Reservation” button in the bottom right corner. Note that some items may have a minimum charge.

Name	Requested	Unit Cost	Amount	
 8 foot Truax Seed Drill	<input type="text" value="1"/>	\$50.00 per day	\$100.00	<a href="#">Remove</a>
<b>Total Items</b>		<b>1</b>	<b>Estimated Total</b>	<b>\$100.00</b>

Notes or requests about this reservation:

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[Save](#) [Add Items](#)

[Submit Reservation](#) [Cancel Reservation](#)

6. When renting certain equipment, you may be required to electronically sign a rental agreement. If prompted, review the agreement, enter your name in the box at the bottom of the page, then click the blue “I Agree” button.

In consideration of being permitted to use the Truax drill which I have rented from the Tippecanoe County Soil and Water Conservation District, I, FOR MYSELF AND MY HEIRS, REPRESENTATIVES AND ASSIGNS, HEREBY RELEASE, FOREVER DISCHARGE, INDEMNIFY, AND HOLD HARMLESS the Tippecanoe County Soil and Water Conservation District, its Board, officers, agents, employees, and representatives (the “Released Parties”) and any person or entity acting on behalf of a Released Party from any and all responsibility or liability for injuries or damages (including attorney’s fees and court costs) which the Released Parties may incur in connection with such claims or in connection with any judicial, quasi-judicial or administrative proceedings relating thereto resulting from or arising out of my use the Truax drill which I have rented from the Tippecanoe County Soil and Water Conservation District.

I understand that the use of the Truax drill which I have rented from the Tippecanoe County Soil and Water Conservation District involves a risk of injury and even death and that I am voluntarily using equipment and machinery with knowledge of the dangers involved. I acknowledge that Tippecanoe County Soil and Water Conservation District staff, even if present, will not be monitoring me or my activities while using the Truax drill, and I acknowledge that Tippecanoe County Soil and Water Conservation District staff are not qualified to render medical assistance in the event of a medical emergency. **I HEREBY EXPRESSLY AGREE TO ASSUME AND ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH.**

Name or Initials Required

[Cancel](#)

[Print](#)

[Email a Copy](#)

[I Agree](#)

7. Some equipment requires a loan agreement. If prompted, enter your name in the box at the bottom of the window, then click the blue “I Agree” button.

Equipment Loan Agreement ×

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**I understand that I am responsible for this equipment while it is in my care, custody, and control.**


I also understand that I am responsible for the following:

- To perform an inspection of the equipment for damage prior to taking it into my possession and to report any damage to the District office immediately.
- To immediately contact the District when I pick up and return the equipment.
- If applicable, report any data that I have collected to the District when I return the equipment.
- To assume responsibility for any repairs or replacement due to my negligence or use, excluding ordinary wear and tear, while the equipment is in my possession.

Name or Initials Required

Cancel

 Print

 Email a Copy

**I Agree**

8. When you reach the following page, your reservation has successfully been submitted. You can reconfirm your reservation dates in the upper left corner of the box for each item.

My Reservations

Reservation saved ✕

My Reservations Account Loans Transactions

Starts On or After   Starts On or Before

Ends On or After   Ends On or Before

Filter by Status  Pending  Approved  Denied  Canceled

Show Fulfilled

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**Apr 16, 2024-Apr 18, 2024** #421419 Approved

Name	Quantity	Unit Cost	Amount
8 foot Truax Seed Drill	1	\$50.00 per day	\$100.00
<b>Total Items</b>	<b>1</b>	<b>Estimated Total</b>	<b>\$100.00</b>