

## Illinois Prairie Weavers

### Equipment Guidelines

Illinois Prairie Weavers (“the Guild”) owns several looms and other equipment (“Equipment”):

Louet 8-shaft Jane table loom, 15.75” weaving width  
Triangle shawl loom, 5’ adjustable  
8-shaft Structo sample loom, 8” weaving width, 12-dent reed  
4-shaft floor loom, 14” weaving width  
Bradford cord twister, 4-hook, requires 1/4” variable speed  
reversible drill

All of the Equipment may be borrowed free of charge or deposit, except the Louet table loom, which requires both a deposit and a rental fee.

Unless specifically otherwise authorized by the Equipment Chair:

- ~ Only members may borrow or rent (“borrow”) Equipment.
- ~ Equipment may not be removed from the State of Illinois.
- ~ Equipment is borrowed on a “first come, first served” basis, with a waiting list as needed.
- ~ Equipment may be reserved in advance for a specific time period. If more than one member wishes to reserve Equipment for the same time, the person who has borrowed it less in the past will have preference.
- ~ Equipment is borrowed initially for a period of one month, renewable if no other member is waiting to borrow it.
- ~ Guild events such as workshops take higher priority to any individual member’s borrowing of Equipment, and a member’s use may be delayed or interrupted for Guild use.
- ~ The borrowing member is responsible for (1) picking up the Equipment; (2) its good care and maintenance while in possession of it; (3) the safe return of the Equipment, and (4) any damage or loss.

~ Please contact the Equipment Chair as soon as you are aware of any damage or problem with any Equipment.

### Rental of the Louet Loom

In addition to the general Equipment guidelines, the following applies to the rental of the Louet loom.

~ The Louet loom may be rented or reserved for future use by contacting the Equipment Chair, completing a rental agreement, and providing the Equipment Chair with a Check, in the amount of the required security deposit. The security deposit will be held with the rental agreement until the loom is returned in good condition, at which point the check will either be returned or shredded. If the loom is returned needing repair, the check will be retained until the cost of repaired is determined.

~ When the Louet loom is borrowed, a second check is required in the amount of the rent for the first month.

~ If the Louet loom is borrowed for more than one month, then a check for the next month should be mailed to the Equipment Chair at the beginning of each new month of rental.

~ The current deposit required for the Louet loom is \$100.

~ The current monthly rental fee for the Louet loom is \$10.

~ The current late fee, for each day that the Louet is not returned after the end of the term or being called for by the Equipment Chair, is \$1.

~ The current Equipment Chair is Phyllis S.

(last update: October 2016)