

## Rental Guidelines for Equipment (version 7/2016)

1. Equipment may be rented only to current Guild members, and may not be rented to non-Guild members or taken out of state, except to workshops as approved by the Guild Equipment Manager.
2. Looms and other equipment may be checked out for an initial 1 month period from the Equipment Manager. The rental fee, as set by the Guild Officers, is payable in advance to the Equipment Manager or Treasurer at the time the rental agreement is completed. The rental fee is due monthly after the initial 1 month period. Monthly payments should be mailed to the Equipment Manager.
3. Equipment is loaned on a “First come, first served” basis. There will be a wait list as needed. Guild member may request a specific month in advance—for example: for an upcoming workshop. If you have already borrowed the loom once during the guild year then, it will go to the person who has not borrowed it.
4. Unless another Guild member is waiting to use a loom, rental agreements are renewable by the month as agreed with the Equipment Manager.
5. The loom may be reserved in advance for a workshop with a security deposit. First come, first served. A safety deposit is required at the time the rental agreement is completed for the rental of the table loom. The safety deposit as set by the Guild Officers is: \$50.00 for the Louet table loom only. The safety deposit will be returned to the renter when the Equipment Manager receives the equipment back in good condition. If repair is required, the deposit will not be returned.
6. These deposit and monthly rental costs do not apply to the triangle loom, the 4 harness loom, the Bradford cord twister, or the Structo sample loom.
7. Two checks, made payable to IPW, are due when the equipment is picked up. One check is for the rental and one is a deposit. The deposit check will be held until the equipment is returned in good condition, when the Treasurer will be notified to return the deposit to the renter, or to shred the check.
8. The renter of equipment is responsible for pick up and delivery of equipment. Renter will be held responsible for any damage to or loss of equipment. Take good care of looms and equipment to help maintain them in good operating condition. If something is wrong with any equipment, please contact the Equipment Manager right away.
9. The privilege of renting looms and equipment belonging to the Guild is a valuable part of your Guild membership. Please take advantage of using this equipment.

Rental Monthly Rates:	monthly	deposit
Louet Table loom	\$10.00	\$50.00

There is a late fee of \$1.00/day. If

Approved by Board *Month, Year*

## Illinois Prairie Weavers Guild Equipment Contract

The Illinois Weavers Guild is including a contract for the use of our equipment. As a current member you may use this item for as long as you wish with the following provisos:

A cash or check deposit of \$50.00 will be held by the Guild in your name until the time that this equipment—Louet table loom— is returned to the Equipment manager.

Upon it's return the deposit shall be returned to the borrower if any repair due to extraordinary damage is not required.

This equipment remains the property of the IPW Guild and must be returned in good working condition and must not be sold or removed from the state.

If there is a call for this equipment to be used for a Guild sponsored workshop or demonstration you will be notified of the need to have this equipment returned. The deposit will be returned at that time (see comment above).

For information on where to return the equipment call the equipment chairman, Phyllis Shemluck: 847-452-9658 or email: [pbshemluck@yahoo.com](mailto:pbshemluck@yahoo.com)

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## Illinois Prairie Weavers Guild Equipment Contract

\_\_\_\_\_ borrowed the following:

**LOUET 8 Shaft Table loom** (equipment)

with a \$50.00 deposit on \_\_\_\_\_ (date)

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

Returned in good working condition on \_\_\_\_\_(date)

Other equipment borrowed and date

\_\_\_\_\_ (date)

(IPW copy) (Borrowers copy)