



Equipment Borrowing Agreement

You must read this agreement and fill it out completely on both pages. The Treasurer will keep a copy of this form securely in her cashbox until you return the Guild equipment.

RULES

The Guild has formulated these rules to protect resources and provide equitable access for members.

- All Guild equipment is available to all members in good standing.
- Please be conscientious. Keep Guild equipment away from children, pets, dye, paint, water, etc.
- If you are using Guild equipment for demonstrations or for teaching others, closely supervise its use.
- Guild equipment must be kept by the borrower; "subletting" is not allowed.
- Please go over the equipment with the Equipment Chair when you pick it up. Take photos if there are any possible issues or concerns, as equipment will be checked for damage and maintenance needs upon its return.
- Equipment loans are secured by a credit card. The card will not be charged unless equipment is lost or damaged beyond normal wear and tear.

CIRCULATION POLICY

- Guild equipment circulates on a first-come, first-served basis to any member in good standing. It may be borrowed for a period of 1 month. Please keep track of your due date!
- If no one else has reserved the equipment, the equipment loan may be renewed monthly for up to two additional months.
- After two renewals, a new equipment-borrowing form must be filled out. The Treasurer will return your old form and file the new one.
- Any planned Guild functions and learning opportunities that require equipment loans take priority over individual member use. It is the responsibility of the borrowing member to deliver equipment to the event organizer in adequate pre-event time.

DAMAGE / LOSS PENALTIES

- If Guild equipment checked out to you is lost or stolen, the full replacement cost will be charged to the credit card you have on file. Any equipment that is not returned or renewed by 30 days after its due date will be considered lost.
- If equipment in your keeping is damaged beyond normal wear and tear, you will be charged for the repair and any replacement parts.

AGREEMENT

- I have read and agree to abide by the rules above. I agree to pay any charges for lost or damaged equipment that Jockey Hollow Weavers may need to assess.

Signature: _____ Date: _____

(over)

Please print:

Name: _____

Home Phone: _____ Cell phone: _____

Email: _____



Credit Card Number: _____

Expiration (MM/YY): ____ / ____

CVV: _____



Billing Address: _____

Equipment Description:

Damage/Issues when borrowed (if any):

| | Date | Due Date (=one month from date borrowed/renewed) | Borrower's Initials | Eqmnt Chair/ Treasurer Initials |
|-------------------|-------------|--|--------------------------------|--|
| Borrowed | | | | |
| Renewal #1 | | | | |
| Renewal #2 | | | | |
| Returned | | | | |

Damage/Issues when returned: