

Four Corners Weavers' Guild - Display Screens Rental Policy (updated November 2014)

In order that the portable display screens belonging to the Guild may also be used by individual members of the Guild, the following policy has been adopted by the Guild to make the screens available for member rental, provide for maintaining them in good condition, and enforce scheduling.

It is the policy of the Guild:

- that the two sets of display screens shall be stored and accounted for separately, one set in NEW MEXICO and one set in COLORADO;
- that the three panel display screens shall be available for rental by any Guild member after they have been a member of the Guild for six months;
- that members shall not rent the screens for the use of non-members;
- that the rental fee shall be \$20 per weekend to be given to the custodian of the screen rentals and be forwarded to the Treasurer;
- that, in addition, the custodian of the screen rentals shall receive and hold a \$100.00 deposit check from the renter as collateral toward damage or replacement of the screens and assembly parts;
- that the custodian shall provide two copies of the rental contract and inventory list of all parts and obtain renter's signature on the copy that custodian will keep for the Guild records;
- that in the event damage or loss occurs, the deposit check will be used for replacement and/or repair and the unused balance will be returned to the member, otherwise, upon the timely return of the screens the \$100 check will be returned un-cashed;
- that the weekend rental of screens may be reserved in advance with a \$20 rental check sent to the custodian;
- that cancellation of a reservation must be made two weeks prior to the event date or the \$20 rental deposit will be forfeited to the Guild;
- that the renter is responsible for pickup and return transportation of the screens to the custodian;
- that the pickup day may be as early as Wednesday of the week before the reserved weekend and return shall be by the Tuesday after the reserved weekend;
- that should the screens not be returned by the Tuesday after the reserved weekend, the Guild will deduct a \$50 penalty from the \$100 deposit check;
- and, that provided both the COLORADO and the NEW MEXICO screens are available, a member may contract to rent both sets at the same time if desired, the total cost for the weekend to be \$40.