

FOUR CORNERS WEAVERS GUILD -- LOOM RENTAL POLICY

Adopted 3/21/2015

In order that looms belonging to the Guild may also be used by individual members of the Guild as well as for Guild use, the following policy has been adopted by the Guild to make the looms available for member rental, provide for maintaining them in good condition, and enforce scheduling. There are 2 looms available for rent, a 4 harness floor loom, Karen Dearing custodian, and an 8 harness table loom, Kathy Sehnert, custodian. Suitable weaving equipment may be included as available.

It is the policy of the Guild:

- that each of the Guild looms with its accessories shall be accounted for separately;
 - that the looms shall be available for rental by Guild Members after they have been a member of the Guild for six months;
 - that Guild Members shall not rent the looms for use by non-members;
 - that for the purpose of this policy, a "month" is defined as day-of-month to the same day-of-the next month and any portion of this defined "month" shall be considered a full month;
 - that three categories of use shall be defined as follows: Category 1 is for FCWG Board-authorized Guild activity usage; Category 2 is for FCWG Board-authorized Guild member usage for an educational purpose; and, Category 3 is for FCWG Member monthly rental for up to three-month periods, renewable if available;
 - that a \$20 reservation fee shall be sent to the Treasurer for Category 2 and Category 3 at the time the loom request is scheduled; reservation cancellations must be made at least two weeks before the reservation date or the reservation fee will be forfeited; for Category 1, the FCWG Board shall schedule Guild use without a reservation fee; for Category 2, the \$20 reservation fee will be refunded at the time of loom pickup; for Category 3 the \$20 reservation fee will be applied to loom rent and the total rent (up to three months) for the time reserved shall be paid at the time of pickup.
 - that the rental fee shall be \$20 per month (i.e. \$60 for the three month period); and that the minimum fee shall be one month.
 - that also, a deposit check of \$100 shall be required (no cash) for Category 2 and Category 3 at the time the contract with inventory checklist is signed and the loom inventory is picked up; a contract with inventory checklist shall also be signed at pickup for Category 1 FCWG Board-authorized Guild usage, but with no deposit required;
 - that the \$100 deposit check shall be held by the Loom Custodian and shall be exchanged for a new \$100 deposit check for each three-month period of rental; the \$100.00 deposit check from the Member is held as collateral toward damage or replacement of the rented loom inventory; should the rented loom inventory not be returned to the Custodian by the end of the paid rental period without renewal and payment for a new term, the Guild will deduct a \$50 late fee from the \$100 deposit check;
 - that in the event of late return assessment or damage or loss of the rented loom inventory, the \$100 deposit check shall also be used to replace or repair those items and the unused balance will be returned to the Member; otherwise, upon the timely return of the rented loom inventory without damage or loss, the Custodian will return the current \$100 deposit check un-cashed;
 - that in the event of damage or loss above the \$100 damage deposit, the Board of Directors will negotiate with the renter for an appropriate settlement;
 - that for ALL Categories, the Custodian shall provide two copies of the rental contract and inventory list, itemized for the items rented and obtain the Member's signature and contact information on the copy that Custodian will keep for the Guild records and forward to the Treasurer at the close of the rental;
 - that for ALL Categories, the Member is responsible for pickup and return transportation of the rented loom inventory from and to the Custodian; the pickup and return days shall be arranged with the Custodian;
- and, that provided multiple looms are available for rent, a Member may contract to rent more than one loom at the same time by entering into additional contracts.