

BURLINGTON HANDWEAVERS & SPINNERS GUILD | 2012

EQUIPMENT USE AND RENTAL POLICY

EQUIPMENT USE AND RENTAL POLICY FOR BWSG MEMBERS

A: PURPOSE

For the good of the guild, members, education, and for outreach, equipment should be available and in use as much as possible.

We need an easy-to-use, efficient method of reserving, renting, tracking and administering equipment use and rentals.

We need a way to maximize/manage use of equipment, and ensure use of equipment in a timely fashion, especially equipment in high-demand.

We need to keep track of equipment that is removed from the studio and make borrowers responsible for safe return or replacement cost of lost/broken equipment. Most borrowers are Guild members and are considered responsible borrowers. The Guild has an equipment maintenance budget that is used for the general upkeep and improvement of equipment. Repair costs for rented equipment would be billed to the renter. Rental fees for loaned equipment will become part of Equipment Acquisition budget.

The Guild will use information of usage trends and rental to inform decisions about guild purchases and/or sales of equipment.

The following equipment may be loaned and/or rented from the studio:

- a. 4-shaft and 8-shaft Dorothy (table) looms
- b. 8-shaft Mountain Loom and stand
- c. Inkle looms
- d. Tapestry Frames
- e. Other misc. portable looms stored in Back Equipment Room (e.g. backstrap loom, salish frames, rigid heddle loom)
- f. Marudai
- g. Ashford Traditional Spinning Wheel and accessories
- h. Lendrum single-treadle spinning wheel and accessories
- i. Lendrum double-treadle spinning wheel and accessories
- j. Other equipment at the discretion and approval of the Equipment Convenor

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B. CLASSES OF EQUIPMENT

There are 3 classes or groups of Equipment: I: In Studio Use; II: Off-Site Use Outreach; III: Off-Site Personal Use

I. IN STUDIO USE

1. In studio use for personal, group or demonstration and outreach.
2. No fees. Advance reservations preferable to ensure shared, timely use of the equipment. Equipment maintenance budget used to maintain equipment in working order.
3. Reserved by member(s) for specific period on the booking calendar [see Bulletin Board Cupboard 2] or requested on waiting list, if high demand item. Waiting lists will be posted as needed.

II. OFF-SITE OUTREACH

1. Borrowed by member(s) for demonstration and outreach off-site, up to one week in duration.
2. Reserved by member(s) for specific period on booking calendar[see Bulletin Board Cupboard 2].
3. No deposit or rental fee required.
4. Signed in and out by the borrower where borrower is responsible for the return and/ or repair/replacement value of any damaged/lost equipment.
5. Booking form to be signed by Equipment Convener or Assistant on take out and return.

III. OFF-SITE PERSONAL USE (RENTAL)

1. Rental for personal use by members, off site, within local travelling distance (for insurance purposes and retrieval in case member cannot return equipment in timely manner).
2. Reserved for specific period on booking calendar.
3. Signed out and in by borrower (by completing the Equipment Rental Agreement form [see Bulletin Board Cupboard 2]) where borrower is responsible for the return and/or repair/replacement value of any damaged/lost equipment.
4. Rental approved by Equipment Convener or Assistant on take out confirming booking, deposit and rental fees received. Form signed by same on safe return of item(s) in order to obtain refundable deposit.
5. Refundable deposit of \$100.00 payable to the Burlington Handweavers and Spinners, provided to the Treasurer at the time of loan. Cheque preferred or cash; discuss other payment options with Treasurer or Equipment Convener.
6. A rental fee of \$10.00 per month payable to the Burlington Handweavers and Spinners, payable at time of loan (minimum payment \$10.00). Overdue rental fees for late returns are payable to the Guild at the time of return.

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EQUIPMENT THAT MAY BE BORROWED OR RENTED FROM THE GUILD:

- a. 4-shaft and 8-shaft Dorothy (table) looms
- b. 8-shaft Mountain Loom and stand
- c. Inkle looms
- d. Tapestry Frames
- e. Other misc. portable looms stored in Back Equipment Room (e.g. backstrap loom, salish frames, rigid heddle loom)
- f. Marudai
- g. Ashford Traditional Spinning Wheel, lazy kate, additional flyers
- h. Lendrum single-treadle spinning wheel and accessories, lazy kate, additional flyer
- i. Lendrum double-treadle spinning wheel and accessories, lazy kate, additional flyer
- j. Other equipment at the discretion and approval of the Equipment Convenor

TYPICAL EQUIPMENT LOANS CONSIST OF:

Table Looms

Loom

- 1 Reed of your choice
- 1 boat shuttle with 2 bobbins or
- 1 shuttle of your choice (ski, rag)
- 1 reed hook
- 4 apron rods
- 2 lease sticks

Spinning Wheels

- Spinning wheel
- 1 flyer of your choice
- 3 bobbins and a lazy kate
- 1 threading hook

Marudai with bobbins and weights in carrying bag

DEMO WARPS

For ease of use of all members, demo warps put on looms should be documented with as much information as possible to allow efficient use for demonstrations. Info should include: purpose, warp fibre, length of warp, threads per inch, threading, denting, tie-up, suggested weft and treadlings.

Usually excess warp is removed from the loom when you are finished your project. If you have substantial excess warp on a loom after use, please provide the above documentation so that other members can determine whether to use this warp for demonstrations or remove it for a different purpose.

C. HOW TO RESERVE EQUIPMENT

1. Decide which equipment you and/or your group want to use.
2. Check the Booking Calendar to determine if/when the equipment is available. Each piece of equipment has a unique number, such as L10 for a floor loom, T51 for a table loom and S101 for a spinning wheel. Accessories equipment such as warping mills or temples has a number prefixed by A.
3. In the Booking Calendar row for the item you are booking, put your initials or group name in the weeks you are booking.
4. On the separate “Equipment Sign Up Sheet” provide the number(s) of the equipment you are booking; your name or group name with contact number, and the dates for which you have booked the equipment.
5. If you are taking the equipment off-site for outreach and demonstration, complete an Outreach Equipment slip and submit it to the Equipment Convener or Assistant Equipment Convener for signature.
6. If you are renting equipment for off-site personal use, complete a Member Equipment Rental Agreement form and submit it with deposit and rental payment to the Equipment Convener, Assistant Equipment Convener or Treasurer for signature.

D. BAC STUDENTS EQUIPMENT USE AND RENTAL POLICY

Students attending weaving courses have use of course looms in the studio for the duration of the course plus a maximum of 3 weeks. Student projects left on looms more than 3 weeks after a course is finished may be removed by the course instructors and/or the Equipment Convener or Assistant Equipment Convener.

To borrow equipment for personal use outside of the studio, students attending BAC spinning and weaving courses must be members of the Guild and the BAC.

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Equipment Booking/Rental Form

Date: _____

Purpose: (Check one) Offsite Demo/Outreach Location: _____
 Offsite Personal Use

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Equipment ID(s) (from label e.g. T51, S101): _____

Equipment Description(s): _____

Date removed from studio: _____

Expected date of return: _____

I agree to return the above listed equipment to the Burlington Handweavers and Spinners Guild in the same condition in which I received it, by the above expected return date. I assume responsibility for damage or loss of the equipment and will reimburse the Guild for the full replacement cost incase of damage or loss.

Signature: _____

Date: _____

To be Completed by Equipment Convener or Assistant Equipment Convener

Equipment Returned in Good Condition Date/Initials _____

Offsite Personal Use Deposit and Rental Fee

Refundable deposit of \$100.00 Received Date/Initials _____

Deposit to Treasurer Date/Initials _____

Refunded to Member Date/ Initials _____

Total Rental fee _____ # months x \$10.00 per month = _____

Paid by Member Date/ Initials _____

