

Blue Ridge Fiber Guild
Equipment Loan and Rental Policy and Agreement

Policy

One of the benefits of Blue Ridge Fiber Guild (BRFG or Guild) membership is the opportunity to use and check out equipment and resources owned by the Guild. The majority of these items have been donated by members to encourage and support others learning and practicing the fiber arts.

If a member is approached with an offer of donated fiber arts equipment, the member should advise the donor to contact the resources committee or other member of the Guild board of directors. The resources committee will review and determine if the intended donation can be reasonably accommodated by and for the Guild.

On-site usage: Members may use Guild-owned equipment and resources where they are stored or located (the Western Watauga Community Center, the Lois E. Harrill Senior Center, Watauga Arts Council, or other Guild-designated community location) subject to the hours of the location and availability. If a member wishes to have exclusive on-site use of any loom for more than two weeks, the policy for loans and leases applies.

Books, Magazines, Instructional manuals, etc.: Members may check out these items by completing the on-site check-out record and the on-line system when implemented. This will include the name (and date if relevant) of the item(s) to be removed; the member's name, email, and phone number; and the return date (this must be a date certain, but no more than one month from the date checked out). Check-outs may be renewed so long as the item is not requested by another member. If a member wants an item already checked out to another, she/he is responsible for contacting the member holding the item and arranging for return and re-check out.

Loans and leases: This policy applies to the checking out for use off-site of any Guild resource/equipment and the exclusive on-site use of looms. Only Guild members in good standing may check out Guild resources and equipment. The renter is responsible for any costs

incurred to repair damaged equipment, beyond normal wear, and to replace any lost items.

Floor and Table Looms: Because of the value of these looms, generally a refundable deposit of \$100 will be required if a loom is removed from its stored location. Looms must be checked out online and on-site and a Loan/Lease Agreement signed. Looms may be borrowed or used on-site for up to two weeks without the payment of any rental amount, but the deposit is still required if the item is removed. After two weeks, the member will pay a monthly fee as set out in the inventory sheet that is a part of this policy. If a loom is requested by another member (after one month), the loom must be relinquished within 14 days unless the two members make another arrangement. The deposit will be refunded upon return of the loom if the loom is returned in the same condition it was when checked out.

Smaller Looms and Other Equipment: A number of other pieces of equipment (e.g. spinning wheel, sewing machines, knitting tools, drop spindles) are available for on-site use or check-out. No deposit is required for these items; however, they must be checked out online and on-site and a Loan/Lease Agreement signed. After two weeks, the member will pay a monthly fee as set out in the inventory sheet that is a part of this policy. If an item is requested by another member (after one month), it must be relinquished within 14 days unless the two members make another arrangement.

Waiver of Rental Fees/Scholarships: The Guild envisions circumstances where a member should not pay the rental amount established in the inventory. The Chair of the Guild Resource Committee and the Guild Treasurer acting together will have the authority to approve fee waivers, the fact of which will be documented on the lease/loan agreement. Any request that is denied may be appealed to the Guild President within 10 days. Circumstances where a waiver may be granted:

- The member is providing storage for the item when a central location is not available.

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- The member is a student who has been approved for using the equipment for a predetermined amount of time in pursuit of fiber studies.
- The member requests a waiver based on financial hardship. If financial information is provided to support such a request, such information will not be retained by the Guild or the approving officers.
- The member is over eighty and has been a member for at least one year.
- The member is using the loom in support of a Guild sponsored activity or event and the loom will be checked out for a maximum of two weeks.
- The Resources committee has approved a special exemption to the member in support of a special project utilizing the Guild owned equipment.

Policy Approved by Guild: November 15, 2025 Guild meeting.

Mona Alderson

11/15/2025

President, Blue Ridge Fiber Guild

Date

Pam Kicklighter

Chair, Resources Committee

**Blue Ridge Fiber Guild
Equipment Loan/Lease Agreement**

Name: _____

Phone (cell and home): _____

Email: _____

Address where equipment will be used:

Equipment to be loaned/leased (please include any accessories being borrowed with the equipment, e.g., shuttle(s), bench, warping board).

_____ Date loan/lease begins

_____ Date loan/lease ends

If the term is over two weeks, what is the loan/lease fee? _____

I agree to return all equipment in the condition received (excepting normal wear and tear), with all parts and accessories provided, at a location to be agreed to with the Guild, and on the due date specified. The renter is responsible for any costs incurred to repair damaged equipment and to replace any lost items. I will not hold the Blue Ridge Fiber Guild responsible for any injury due to the use of this equipment.

Signature: _____

Date: _____

Member Agreement p.2: _____

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Deposit Paid: _____
Authorized Guild member & Date

Rental Paid: _____
Treasurer & Date

Fee Waiver Granted: _____
(if applicable) Signatures/title/date