



Policy on Equipment Rental

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that members may rent equipment held by the Guild.
- II. An inventory of Equipment will be maintained.
- III. Equipment Rental Fees will be published to the Guild. These will be evaluated with the assistance of the Board yearly.
- IV. The equipment will be stored in a safe place.
- V. Transportation of the equipment to and from the storage location is the responsibility of the renter.
- VI. If no one else has reserved the equipment, members can extend the rental period by arrangement through the Equipment Rental Chairperson, and by paying another rental fee on a per month basis.
- VII. Equipment care is the responsibility of the renter. If damage is assessed, the renter is responsible for repair or replacement.
- VIII. Members who return equipment late will be responsible for paying the regular rental fees that are due for the entire time the equipment is in their possession.
- IX. Check-out Procedure
 - A. Check availability of equipment with the Equipment Rental Chairperson.
 - B. Reserve equipment.
 - C. Make arrangements for pick-up of equipment with the Equipment Rental Chairperson.
 - D. Sign the short rental agreement.
 - E. Pay the rental fee to the Equipment Rental Chairperson.
 - F. Pick up equipment from the storage location.
- X. Check in Procedure
 - A. Make arrangements for drop-off of equipment with the Equipment Rental Chairperson.
 - B. Equipment will be returned to the storage location.
 - C. Pay balance of rental fees, if any are due, to the Equipment Rental Chairperson.