

Eden Valley Guild of Spinners, Weavers and Dyers Borrowing Equipment

We want you to borrow the equipment!

Equipment is initially borrowed for a minimum of **one month** but may be retained for longer if no-one is waiting for it. However, if it is kept for longer than **two months** then please contact the equipment secretary to extend the borrowing period.

A **deposit of £20** (cash only) is required (cheques can no longer be accepted).

If you have borrowed equipment, it may be convenient for it to be passed directly by you to a new borrower, rather than returning it to the committee member who is the custodian. The new equipment form allows for this to happen.

Members will have a list of all the Guild equipment that we hold, showing the current borrowers and committee members who are the custodians. This list will be updated periodically, so if you would like to try something out, here's how to do it.

If you would like to **borrow** equipment,

- Contact the current borrower (if it is out on loan) or committee member who is the custodian and agree a day and place for hand over. Use a copy of the **equipment form** which is available at meetings and complete it. This form is also sent to you with the membership list.
- Give the £20 deposit to the person handing the equipment to you.
- Ask the person handing equipment over to sign it over to you on Section A of the form, and sign it yourself.
- Send, or give, this signed form to the equipment secretary so that ownership of the money that they are holding from the previous borrower can be transferred to you.

If you **hand over** equipment directly to another borrower:

- It is important that you sign the next borrower's form. This is your proof that you no longer have the equipment. Your deposit will be returned to you by the next borrower when you hand it over.

If you **hand over** equipment directly back to the committee member who is the custodian for storage

- Ask them to sign in Section B and give the form to the equipment secretary to get your deposit back.

EQUIPMENT BORROWING/HANDOVER FORM

Use this form to borrow/hand over equipment.

Make sure appropriate section is signed by both parties and hand /send to equipment secretary.

Item Borrowed	Tick	Name of Borrower	Contact details	Date borrowed	Date/s renewed	Date returned	
			Address:				
Paula Picker- rough carding							
Drum Carder							
Spinning Wheel							
Ashford Table Loom							
Floor Inkle Loom				Email:			
Table Inkle Loom							
Jumbo Flyer and accessories				Tel:			
Exhibitions stand				Mob:			
Spin Dryer							
Wool Combs(2) =stand							
Locker needle hook							

Section A: Handing over to new borrower

New Borrower's Declaration: I declare that I have received the above equipment in good working condition* and paid a £20 deposit:

Name:

Date:

Previous Borrower's/Custodian's Declaration: I declare that I have handed over the above equipment in good working condition* to the borrower named above and have received the £20 deposit:

Name:

Date:

Section B: Handing over to a committee member for storage

Borrower's Declaration: I declare that I have handed over the above equipment in good working condition* to the committee member named below for storage and require my £20 deposit to be returned:

Name:

Date:

Committee Member's Declaration: I declare that I have received the above equipment in good working condition* and have returned the deposit.

Name:

Date:

*If the equipment needs attention please contact the equipment secretary/committee for advice and we will try to put it right!