



SOUTH BEND MUSEUM OF ART TABLE LOOM RENTAL AGREEMENT

1. **General Information:** The South Bend Museum of Art is a private, not-for-profit art museum located within Century Center in downtown South Bend. Seven table looms are available for home-use rental on a month-to-month basis.

We know our renters have chosen to rent equipment from the Museum because of their interest in exploring creative endeavors at home as well as in the studio. By the same token, we ask that our renters always be aware of the nature and fragility of certain parts or aspects of the equipment and hold themselves responsible and accountable for the safe-keeping and responsible use when renting a table loom.

2. **Rental Guidelines:** Any former or current weaving student may be eligible for rental of the table looms, but must comply with the policies and practices outlined herein. They must also comply with the policies and practices outlined herein.

At the time of check-out, please ensure the table loom is in good working order and that no defects, broken pieces, or parts are included in the loom you are renting, noting any of the above on this rental form. Please be descriptive with any notes.

Only students who have completed or are currently enrolled in a weaving class at the SBMA are able to use the table looms. It is the renter's responsibility to ensure this rule is met while the table loom is off-site.

If a scheduled rental cannot be held because of a strike, war, riot, disaster, or act of God, neither party shall be liable under this contract.

3. **Rental Reservations:** Please contact the Curator of Education to reserve a table loom. The reservations and rentals occur on a first-come, first serve basis and will not be prorated. A link for Table Loom payment is on our website under Education -> Adult Classes -> Fiber Arts Knitting and Weaving ->Weaving Loom Rental. Payments ensure the reservation of your table loom, please make payment immediately following your contact with the Curator of Education.

On rare occasions, a change in the Museum's schedule could necessitate a change in a proposed rental date. In the event that this should occur, the Museum will notify the renter as soon as possible and will make every effort to schedule an alternate date for pick-up. Should the renter wish to cancel the rental under these circumstances, the Museum will refund the full amount of payment received.

If the renter cancels at least three (3) weeks prior to the proposed rental date, a refund for the rental will be granted, in full. No refund will be issued if the rental is canceled less than three (3) weeks prior to the proposed date.

4. **Deposit:** A deposit of \$250 is required for table loom rental. Please provide a check for \$250 payable to the South Bend Museum of Art at the time of pick-up. The check will be held until verification of the safe and orderly return of the table loom has been made, at which time the check will be returned to the renter. If the loom is found broken or damaged in any way, the check will be held and deposited as payment for repair or replacement. Renters will be billed for any additional costs incurred outside of the \$250 deposit (i.e.: for loom replacement), payment will be due upon receipt of invoice.

5. **Pick-up and Drop-Off:** Pick-Up of Table looms occurs on the 1st business day (M-F) of each month. Drop-off must take place on the last business day in the month. Pick-Up and drop-off occurs between 10 and 4PM in the museum offices on the second floor. A cart will be available upon request. A \$25 per business day late fee will be billed if the equipment is returned after the designated Drop-Off date.

6. **Personal Damage:** The renter agrees to hold the Museum harmless from any and all liability whatsoever arising out of its use of museum equipment.

7. **Parking:** Parking is available in the Century Center parking lot at the standard parking rate.

The Museum will not be held liable for any conflicting events scheduled at Century Center that may cause difficulty in parking during the renter's scheduled event.

South Bend Museum of Art Table Loom Rental Contract

Designated Pick-Up Date: _____ Designated Drop-Off Date: _____
Loom # _____

AUTHORIZATION: My signature certifies that I have read the SBMA Rental Guidelines, and that I understand all the information therein. I assume responsibility for myself honoring all the requirements listed in the SBMA Rental Guidelines. I understand that I could be invoiced after the rental period for additional equipment and labor for any required repair. All equipment rental agreements and requirements shall be facilitated by a Museum representative. If damages occur, I agree to forfeit my deposit or portion thereof to pay for such damages and/or repairs that need to be made to restore the property to its original condition.

Agreed to and accepted on: _____ (date)

Renter Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____ Museum

Representative (Print): _____

Museum Representative (Signature): _____