Long-arm Machine Rental and Certification Agreement

1. **Rental rates:**

* $75 per day scheduled as follows:
  + Monday, Wednesday and Friday from 10:30am-4pm
  + Tuesday and Thursday between the hours of 10:30am-7pm (may not rent for more than 5 ½ hrs a day)
  + Saturday from 10am-3:30pm
* The daily rental fee is non-refundable and must be paid at time of reservation to hold a date on the calendar.

1. **Rental time:**

* The rental time will start on the reserved day as scheduled.
* Quilts must be finished on the same day they are started unless renter schedules concurrent days in advance.

1. **Renter agrees to the following:**

* AIS is not liable for the expected result of the finished project.
* Renter will request assistance from the AIS staff to perform any of the following: oil the machine, change thread, adjust tension, remove thread jams, or replace needles.
* Renter will not attempt any technique which renter has not covered in a class or training session.
* Renter will use only AIS approved threads.
* Renter will operate the machine in a safe and respectful manner.
* Renter will tie back long hair and not wear scarves, dangling jewelry or loose clothing that may catch in the machine.
* Renter will keep the studio area free from smoking, food and drinks.
* Renter will keep loose tools and pins off the table and quilt.
* Renter will leave the studio area in the same condition as when the Renter arrived.
* Renter will not allow children or pets in the studio area or be unattended in the shop during rental time.  If Renter arrives with children or pets, the Renter will forfeit the fees and scheduled time on the.
* Renter agrees to pay for repair/replacement of any damage to the machine, equipment or studio directly caused by Renter.
* Renter operates the machine and studio equipment at his/her own risk.
* Renter will not hold AIS responsible for any injury caused to their person or damage caused to quilts.

\_\_\_\_\_\_\_\_ Renter Initials acknowledging the above

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**4. Classes & Certification**

* Certification class fee is $30 per student.
* Enrollment is limited to 3 people per certification class.
* Certification course includes practice time & materials.
* Renter must be at least 18 years of age and must have completed the AIS certification class BEFORE using the machine.NO EXCEPTIONS.
* The newly certified students are encouraged to choose a paid rental time, within 10 days, to re-enforce the skills learned in class.
* The newly certified student is expected to rent the machine within 3 months of their Certification Course and at least once every three months thereafter to remain certified.
* If student does not rent the machine at least once every 3 months to reinforce skills they will have to re-take the Certification Course at the current class rate before renting again.
* When a student is renting the machine it is expected they will be capable of basic quilting. Should they request additional help from the AIS staff during rental there may be a charge for the staff member’s time.

**5. AIS will provide the following:**

* AIS will make available one (1) Handi Quilter long-arm quilting machine in good working order.
* Thread brand of our choice in a variety of colors for the renter to choose from.
* Bobbins, needles and basic supplies needed to operate the machine effectively.
* An AIS staff member will be available during rental time if the renter experiences difficulties with machine operation.

**6. Additional Services**

* AIS offers a setup service for your quilt for an additional $45. This service includes:

Loading of the backing, batting and quilt top onto the machine, full bobbin loaded and machine threaded with our thread brand in your choice of color.  For this service your squared, trimmed and pressed ready to quilt top, backing and batting must be dropped off a minimum of two days before your rental time.  This service is optional, but does allow for more quilting time during your rental period.

* Added Staff assistance:

If a customer requests a staff member be present while they quilt for extra help there is an additional $15 per hour fee added to the basic rental rate. All customers who are certified should be able to effectively operate the machine with minimal assistance from the AIS Staff.

Long-arm Machine Rental Agreement

The renter has read and will abide by the terms and conditions of these policies.

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Renter Signature                                                                     Date of certification

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Renter name printed

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Address

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Phone                                                   E-Mail

**Signature witnessed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AIS Employee Signature                              Date