Long-arm Machine Rental and Certification Agreement

1. **Rental rates:**
* $30 per hour for the first 20 hours of rental time.
* $20 per hour after 20 hours of completed rental time.
* A non-refundable deposit of $30 must be paid at time of reservation to hold a date on the calendar.
* Deposit will be paid at least 7 days prior to reserved rental date or at the time the reservation is scheduled.
1. **Rental time:**
* **The rental time will start at the reserved time, no exceptions.** Please plan travel time and traffic conditions accordingly. The only exception will be if the delay is the fault of AIS.
* The minimum rental period is two (2) hours. This includes time to load the quilt.
* Quilts must be finished on the same day they are started. We do not allow customer quilts to be on our frame overnight into the next day.
* Rental time is rounded to the nearest ¼ hour after the 2-hour minimum.
* If you take a break for lunch while renting please advise the staff so they can adjust your rental rate.
* Time ends when the renter has removed the quilt, returned the machine and quilting studio to the condition it was on arrival.
1. **Renter agrees to the following:**
* AIS is not liable for any claims made in conjunction with the expected end result of the finished quilted product.
* To 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.
* To not attempt any technique which renter has not covered in a class or training session with AIS staff present.
* To use only AIS approved threads.
* To operate the machine in a safe and respectful manner.
* To tie back long hair and not wear scarves, dangling jewelry or loose clothing that may catch in the machine.
* To keep the studio area free from smoking, food and drinks.
* To keep tools and pins off the table and quilt.
* To leave the studio area in the same condition as when the Renter arrived.
* No children or pets are allowed 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 scheduled time on the machine and the Renter will lose all their rental fees.
* 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

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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.
* Class certification fee will be applied to the 1st hour of rental if the rental is scheduled within 1 month of the certification class.
* The newly certified student MUST 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.

**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