

## **Linacre Sewing Machine Terms and Conditions – 13 February 2013**

1. In these terms and conditions the Common Room member who borrows the Sewing Machine is described as the "User". The User will provide a signature to indicate that he agrees to adhere to the Terms and Conditions as set out herein.
2. The Sewing Machine is property of Linacre Common Room.
3. A "loan period" is agreed and recorded before the User takes possession of the Sewing Machine. The User will provide a signature indicating that he or she approves of the loan period. Typically this loan period will not be longer than two weeks. However, the User may borrow the Sewing Machine for a further week after the loan period expires if there have been no other bookings two days or less before the loan period expires. For example, if the loan period expires on a Wednesday, a further week may be booked on the preceding Monday or Tuesday. This may be repeated any number of times as long as there is no other reservation conflict.
4. If the User returns the Sewing Machine after the loan period expires without reasonable cause, he or she may be prohibited from borrowing the Sewing Machine again at the discretion of the Sewing Machine Coordinator (sewing.machine@linacre.ox.ac.uk).
5. The User acknowledges that he or she has a duty to ensure that all reasonable care is taken against damage or loss to the Sewing Machine and accessories. This includes transporting the Sewing Machine to and from Linacre.
6. The User undertakes to return the Sewing Machine and all accessories in the same condition as when received. This includes ensuring that all instructional materials, such as manuals and packaging for accessories like the specialized sewing feet, will be returned in good condition along with the machine at the end of the loan period.
7. The User may use the thread provided in the sewing kit. However, if the User finishes a spool, he or she is asked to replace it before the end of the loan period as a courtesy to the next User.
8. The User agrees not to use the machine in any way that will damage it. For example, don't try and sew through jeans with a size 9 needle.
9. The Sewing Machine will not be operated by any person other than the authorised User.
10. The User will report full details of any damage, loss or malfunction that occurs to the Sewing Machine during the loan period to the Sewing Machine Coordinator (sewing.machine@linacre.ox.ac.uk), as soon as possible.
11. Linacre Common Room, Linacre Common Room Executive, Linacre College and the Sewing Machine Coordinator bear no liability for any harm (direct, indirect or consequential) resulting from use of the Sewing Machine.
12. Linacre Common Room Executive, Linacre College or the Sewing Machine Coordinator reserve the right to terminate this agreement if they become aware of any breach of these terms and conditions.
13. Upon breach of the above terms and conditions the User will return the Sewing Machine immediately.

The Linacre Sewing Machine is provided as a service to everyone at Linacre. Whether you are patching jeans, hemming curtains or making a ball gown it is hoped that the sewing machine provides value (and fun). If we all do our part to leave the machine in better condition than when we found it we can ensure years of happy sewing for many future generations of Linacrites. Enjoy!

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Partner (if you are not a Linacre student): \_\_\_\_\_

Please return this form to the sewing machine rep at Linacre College.