

So you're going to be bringing a wheel from VisArts into your home?

Here are a few things to you'll need to consider:

You'll need a place under cover that can get dirty -- a carport, garage, or unfinished basement works well. If you don't have areas like that in your home, you can cover a small section of floor and wall with a drop cloth or tarp. Wheels cannot be stored outside as they have sensitive electronics underneath the wheel and in the foot pedal that cannot be exposed to water.

You'll need to have a standard outlet wherever you decide to put your wheel. You should have a way of disposing of clay water that isn't in a sink or drain. Clay and clay contaminated water can clog your drains, and should be disposed of outside. You can pour off clay water in your backyard or in an inconspicuous place in your garden.

Clean your wheel and wheel head every day when you are done using it. Your teacher will instruct you on proper wheel cleaning techniques. Clean your work area and make sure that you don't wear dirty clothing after you're done using your wheel. If not cleaned, clay dust from your tools or your clothing can be inhaled after the clay dries out and this can pose a health hazard over time.

Keep in mind that unless otherwise organized/requested, wheels and other materials will need to be picked up prior to camp. Please see below for a list of materials and their specifications:

- Pottery wheel:
  - Dimensions: L23" x W27.5" x H23"
  - Weight: between 25 and 100 pounds (depending on wheel brand)
- Stool:
  - Dimensions: L17' x H18"
  - Weight: between 1 and 2 pounds
- Clay:
  - Weight: 25 lbs

Staff members will be available to help you load materials into your cars, please make sure your car can accomodate all the materials and that you are able to unload it when you get home.

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**Please read over the agreement and sign.**

**This agreement will be given to you to sign upon pick-up/delivery. You will be given/sent a copy of the signed agreement. The credit card you provide will immediately be charged \$1.00 to check it's validity. The charge will be voided once it has gone through so you will not see any charges reflected on your bank statements.**

This agreement is made between VisArts (hereinafter referred to as the Lessor) and \_\_\_\_\_ (hereinafter referred to as the Lessee) to lease a pottery wheel, splash pan (two pieces) and a stool.

Model: \_\_\_\_\_

Wheel Number: \_\_\_\_\_ (staff will fill this out)

This lease agreement term shall commence on \_\_\_\_\_, 2021 and shall terminate on \_\_\_\_\_, 2021 at which time the Lessee shall be responsible for returning to the Lessor the above described equipment in the same condition it was received. The Lessor, at their sole discretion may extend the term of this agreement. The Lessor reserves the right to terminate this agreement with 72 hours' notice to the Lessee should they determine that the equipment is required for use in the VisArts facility.

This agreement is not to be considered a lease to purchase and is only a short-term lease of the Lessor's property. No payments made under the terms of this agreement shall be considered as a down-payment or other payment towards the purchase of the property.

The Lessee agrees to provide to the Lessor valid credit card information that will be retained on file for the duration of this agreement and any subsequent extensions. Should the Lessor determine that the leased property is not in the same condition that the Lessee received the property, the Lessee shall be charged \$700 AND the wheel shall be returned. If the repairs to the wheel are less than \$700, the difference will be refunded by the Lessor to the Lessee. If the wheel is not returned, the Lessee will be charged the full cost of a new wheel, which may be up to \$1,400 based on age and model of wheel.

The Lessee acknowledges receipt of the above described and acknowledges that the property is in good working condition with no visible dents, dings or other unusual marks. The Lessee has the right to list any evidence of damage to the property to be leased below.

The Lessee agrees to have the wheel and other materials to be returned to our facilities, cleaned, wrapped (in the case of finished pieces created during class), and prepared for pick up by 9 am on the Saturday after class is finished, unless other arrangements have been made with staff. Lessee will be available between 9 am and 2 pm on Saturday after class has finished, unless other arrangements have been made with staff. The Lessor will contact you several days before pick-up to provide an estimated window of time that the driver will arrive. If materials are not prepared/ready to be picked up by staff when they arrive, it will be the responsibility of the Lessee to bring it to VisArts that day. For every day that the wheel is not returned, the Lessor will charge the Lessee \$100.00 per day.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Lessor: \_\_\_\_\_

Lessee: \_\_\_\_\_

**Credit Card Information:**

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Security code: \_\_\_\_\_