

PEEBLECREEK QUILTERS LONGARM POLICIES

POLICY 5.1 PANTOGRAPHS

The Club will no longer purchase new pantographs.

Comment: Longarm Users can use the PCQ's inventory of pantographs, purchase their own from outside vendors, create their own pantograph, or borrow ones from other Club members.

POLICY 5.2 - FEES

1. Hourly fees for using the Longarm to quilt personal items is \$4.00 per hour based on registered hours. (Minimum of \$16.00)
2. There are no fees for using the Longarm to quilt PCQ Charity items, PCQ Veterans Quilts, PCQ Gallery Sales items, and/or other PCQ items for fundraising events.

POLICY 5.3 USER DEFINITIONS

1. Certified PCQ Longarm User

Is a PCQ Club Member in good standing and has met the PCQ Certification or Recertification Requirements.

2. Non-Certified Longarm User

Has let PCQ Certification Requirements lapse or has not been certified on the Longarm.

3. Only PCQ Certified Longarm Users can use the Longarm, give advice, assist other PCQ Longarm Users, or "buddy-up" with other Certified Longarm Users.
4. Guests are not allowed to use the Longarm or provide assistance.

POLICY 5.4

CERTIFICATION, RECERTIFICATION, RESERVATION FREQUENCY, CANCELLATION POLICY

1. New Longarm Users Certification

- a. The Longarm Committee will provide a PCQ Longarm Certification Procedure to certify New Longarm Users.
- b. New Longarm Users must quilt a PCQ Charity Quilt for PCQ Long Arm Certification.
- c. To continue to be PCQ Longarm Certified, a Certified Longarm User must use the longarm within four (4) months.

2. Reservation Frequency

- a. Certified Longarm Users can only reserve the Longarm once every three weeks.
- b. Exception - Any Certified Longarm User can register to use the long arm for one of the open days through the current week and it will not count as part of the three-week registration policy.

3. Reservations/Cancellations

Longarm Users are required to submit online reservation cancellation if they are unable to use the Longarm. Reservations/Cancellations for the longarm use must be done online through the link on the PCQ Website.

POLICY 5.5 BOBBINS

1. PCQ will not purchase Longarm bobbins for shared use.
2. Longarm Users must purchase bobbins from the PCQ Longarm Committee at current market pricing.
3. Longarm Users cannot use bobbins purchased from other sources unless specifically authorized by the longarm committee.
4. Bobbins owned by the club in the room can be used but must remain in the room.

POLICY 5.6 - BOBBIN CASES

1. The Club does not provide shared-use bobbin cases for general use.
2. Certified Longarm Users are responsible to provide and use their own (or shared) bobbin cases specific to the club-owned longarm.
3. Club-owned bobbin cases are reserved for Trainers to use during the certification process for new users.

POLICY 5.7 - PROHIBITED PRODUCTS FOR THE LONGARM

1. Bonding Products - such as spray baste or other heavy bonding products and adhesives.
2. Rulers - Quilting rulers, templates, and similar products unless specifically trained and certified by the longarm committee to use them..
3. Thread - PCQ provides approved thread for quilting. Club-owned thread may not be removed from the room. Longarm Users are allowed to use their own thread that matches the brand and weight of the committee approved thread. No other thread is permitted on the longarm.

PEBBLE CREEK QUILTERS ORGANIZATION (PCQ)

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