

## **Guidelines for ESQG Rulers/Templates**

Rulers/templates may be taken out of ruler storage to be used during a Sit and Sew or guild activity at VCC without any paperwork.

All rulers/templates except those being checked out should be returned by the end of Sit and Sew or other the guild activity at VCC.

To checkout an ESQG ruler/template, you must be a paid-up member of Evening Star Quilt Guild.

Rulers/templates can be checked out and returned only during Sit and Sew (doors open at 9 am).

Rulers/templates must be checked out between 1 and 2 pm during a Sit and Sew by entering your name and contact information, with the ruler/template description, on the sheet provided in the Ruler Binder.

You are responsible for returning the ruler/template without damage. Any ruler/template not returned, or returned with significant damage, is to be replaced at cost by the person checking out said ruler/template.

Rulers/Templates that are checked out must be returned during the following Sit and Sew by 10 am. Make sure you have someone witness your return of the ruler/template and have that person enter the date returned with their initials on the checkout page in the Ruler Binder.