

Alberta Council Program Committee owns 10 sewing machines for Alberta Council sponsored events, and makes these machines available for use by Alberta Council units.

- 5 machines are kept at the Alberta Council office in Edmonton.
 - 5 machines are kept with a Calgary custodian
- A record of the serial numbers is maintained at the Alberta Council office.

SEWING MACHINES WILL NOT BE SHIPPED – they must be picked up from either the Edmonton or Calgary location. Booking forms can be sent to:

heather.monahan@girlguides.ca to book the machines held in **Edmonton**

johansen.eileen@gmail.com to book the machines held in **Calgary**

Request Date: _____

Requested Pick Up Date:

Date of Event: _____

Date of Return*: _____

*Machines are to be returned within 3 days of the event.

Number of Machines Requested: _____ Pick up Location: Edmonton _____ Calgary _____

Name of Person Booking Machines: _____

Unit Name & iMIS #: _____

Phone: _____ Email: _____

Nationwide Banking ID#: _____

If Machines are not returned on time or in need of repairs, a minimum charge of \$100 per machine, to a maximum of \$500.00.

Name and Signature of Person Picking up Machines:

List Machine Numbers Borrowed (numbers are listed on the side of the base):

Date all machines returned with carrying cases: _____

Verify Condition (note any problems – use back if needed)

Confirm return of: a) **foot pedals** b) **power cords** c) **bobbins** d) **instruction booklets**

Received By: _____