

Labyrinth Responsibility Form

For the benefit of borrowing the Labyrinth from _____, you are responsible for its care and safety while it is in your possession. We require that you maintain insurance that will cover the labyrinth for an event such as you will be holding. Or, in lieu of insurance, someone may sign this form as being responsible for the labyrinth in the event it may be lost or damaged. If that were to happen, and the labyrinth is not returned in the same condition in which it left our hands, then the person who has signed below agrees to pay whatever reasonable costs may be necessary to clean, repair, or replace part or all of the labyrinth. Please note: signing below also acknowledges that, as the person responsible for the labyrinth until it is returned to _____, you have read, understand and agree that all users of the labyrinth will abide by the Labyrinth Care Guidelines and Instructions form which was supplied with this Labyrinth Responsibility form.

RENTAL INFORMATION

Borrower (organization & event): _____

Dates labyrinth borrowed (mm/dd/yyyy): from _____ to _____

Address: _____ Zip code: _____

Telephone: _____ E-mail: _____

INSURANCE INFORMATION

Describe type of policy:

To whom the policy is issued: _____

Coverage Limits: _____

Insurance Company: _____

Policy Number: _____

RESPONSIBLE PERSON

Name of Person: _____

Address: _____ Zip code: _____

Telephone: _____ E-mail: _____

Please return the labyrinth promptly after you have completed your event, as others may be waiting for it. If, for any reason, you ship the labyrinth back to _____, rather than delivering it in person, be sure to insure the labyrinth for the following replacement value:

Chartres (modified) 36-foot labyrinth: \$4,000.⁰⁰

Use of the labyrinth shall be in accordance with the attached guidelines and instructions. If the labyrinth is defective in any way when you receive it, please let us know immediately by calling _____

at () - . On weekends, _____ may be reached at () - .

Thank you for your careful stewardship of the labyrinth that you are borrowing.

Signature of
Responsible Person: _____

Date: _____

Labyrinth Care Guidelines and Instructions

Labyrinth: 36-foot painted modified Chartres style labyrinth (on three 12ft. wide seamless canvas & Velcro panels).

Container: Labyrinth comes in a wheeled plastic container.

Inside plastic container, one labyrinth which is already velcro'd together.

Regarding the care & feeding of the labyrinth in your possession

We are glad you have asked to make use of _____'s labyrinth. As a tool for Christian spiritual formation the labyrinth offers a rich opportunity for spiritual growth.

As a resource, this 36' Canvas labyrinth is of particular beauty. While it is fairly durable, it is important to keep in mind that the labyrinth is not only a valuable work of art (it cost several thousand dollars to create); it is also a holy spiritual article that should be treated with the same respect expected for any valuable worship resource such as communion table, organ, or parament.

In order to maintain the physical quality of this labyrinth so that it might be available for use for years to come, as an important and empowering spiritual tool, we ask that you take some fairly simple steps toward insuring the labyrinth's well-being. Please follow the priorities listed below. If you have any questions, you can call _____ at the following number _____. Thank you, for your care.

USE GUIDELINES

1. Labyrinth is only to be used indoors. Before setting up the labyrinth, please make sure the floor where the labyrinth will be placed has been swept, mopped, and / or vacuumed thoroughly. Make sure the floor is dry.
2. **All people helping the process to set up/take down the labyrinth should have their shoes removed and be wearing socks.** Shoes are not acceptable; the heels of shoes can damage the fabric and leave marks. But, socks are better than bare feet; the oils from our skin can collect in the canvas and over time stain and break down the fabric. Think of this as holy ground you are helping to create for a time; shoeless feet with socks on can help keep us mindful that something new and holy is beginning to happen.
3. When those who will be setting up the labyrinth and creating a sacred space for the labyrinth walk have gathered for these tasks, take time to join together in a circle for a time of quiet meditation and/or prayer. This doesn't need to be long, but enough to allow you to move out of the rush of the everyday into the holiness of this special moment. Ask for mindful awareness of the important activities in which you are about to take part. Thank God for this opportunity. Begin to become aware of how God might speak to you through the setting up, care of, and relationship with this wonderful canvas creation. Set aside that which might distract you from being fully present to this moment. And, prepare yourself to have some holy fun.
4. Walk around in the space where the labyrinth will be placed; consider how the labyrinth will be laid out on the floor. Historically, labyrinths are often placed according to the cardinal directions; you walk in facing due east (the place of the rising sun). But in modern days labyrinths are placed

according to other factors (primarily because holy spaces are no longer always laid out according to the cardinal directions); the direction of the sanctuary or other room where the labyrinth will be used, or according to physical landscape features if used outside, are a couple examples. Decide how you will lay out the labyrinth in your space to facilitate the spiritual experience of those who will be walking. Don't underestimate the power of this consideration, and be open to unexpected possibilities. The labyrinth will want to be set up to "welcome" people onto the path, not become a challenge to entry.

5. **Before and while you are unfolding the labyrinth, pay close attention as to how it is originally folded, and remember; you will need to put it away in the same manner in which it came to you.**
6. It is usually best to have several, but not too many, helpers when setting up the labyrinth. The labyrinth is presently in one piece (3 large strips of canvas velcro'd together). Leave the labyrinth velcro'd together during the time it is in your possession, and when you fold it up to put it away. You will want to take care as you unfold it so that it is laid out in the general direction it will be finally laid. Minimizing the dragging of the labyrinth across the floor will help keep it clean.
7. Once the labyrinth is unfolded and in place, take care to stretch it out just enough so it is laying flat. You will want to minimize the bumps and wrinkles in the pathways for the walk. But there will probably be a few places where the creases from when the fabric was folded do not lay completely flat; that is all right. To accomplish flattening the labyrinth, go around the outside of the labyrinth several times, while gently tugging at strategic points (corners and halfway points between corners) to get the fabric as flat as possible.
8. By this time the labyrinth should be ready for your walk. If you are using candles during the walk, they need to be stationary and not carried onto the labyrinth. **DO NOT PLACE CANDLES ON THE LABYRINTH.** Anytime candles are around or near the labyrinth, they need to be in containers that are stable and not likely to tip and spill wax onto the fabric or burn the labyrinth. **All candles of any kind must never be on the canvas or over the canvas, and must be at least 6 inches away from the outer edge of the canvas.** Warning: Cleaning the labyrinth of wax (especially colored wax) can be a time-consuming and/or expensive task.
9. Cardinal rule for the walk: **NO SHOES ON THE LABYRINTH**, except for individuals who need them for medical support. Please have people walking the labyrinth remove their shoes. Socks are preferable to bare feet (body oils, etc.). At our labyrinth walks we sometimes provide a basket of clean socks (actually surgical foot covers) for people to use.
10. During the walk, it is important to have a Facilitator and Spiritual Host(s) present to help direct others, give care to those who need help, and provide support or companionship to anyone who is in need of care, in any way. Remember, there can be a fine line between supporting and interfering with someone's labyrinth walk experience. The Facilitator will be the one who has complete oversight at the event; Hosts will give aid as they become aware of such need or are directed by the Facilitator.
11. Remember, no shoes on the labyrinth, please. You will need to provide a place for labyrinth walkers to remove their shoes before they begin walking. If possible, they should walk in socks rather than completely bare feet.

12. Please do not carry liquids onto the labyrinth, including communion wine or juice. If a communion service is to be used in conjunction with the labyrinth walk, the “bread and wine” need to be received and consumed while participants are **off** the labyrinth.
13. When the walk is over, carefully inspect the labyrinth for any damage to the labyrinth. Please note any damage in writing. By using this labyrinth, you agree to pay the cost of any repair needed to bring the labyrinth back to the condition it was when it arrived in your possession.
14. When preparing to fold up and put away the labyrinth, carefully clean the canvas of any dirt, dust or debris; you can use a broom if it is VERY clean; sometimes a dirty broom can actually leave more dirt on the canvas than when you began. Fold the labyrinth appropriately, accurately and with care to **avoid as many wrinkles as possible** (don’t rush the folding process). Place the folded labyrinth in its storage device, provided
15. Make arrangements for prompt return to DHM, Office of Christian Vocation. If you must ship via a commercial carrier, **be sure** to insure the labyrinth for \$4,000.00. If you have any questions or problems regarding use of the labyrinth, please call _____ . Thanks.

Signature of
Responsible Person: _____

Date: _____