

CHECK OUT FORM

Troop # _____ Service Unit _____

Name _____ Phone # _____

Street Address _____

City _____ Zip _____

E-Mail Address _____

Please keep my information on file: _____ **(Initial and date)**

Security Deposit Will Be Made by:

Troop Check Personal Check Credit Card: VISA MC AMEX Exp. date _____

Account # _____

AGREEMENT FORM

- I understand I am responsible for returning the materials I check out on time and in good condition. I will replace or reimburse Girl Scouts of Greater Atlanta for any items that are lost or damaged.
- I understand that my total deposit will be refunded to me when my materials are returned on time and in good condition.
- I understand that **items may be renewed by phone or e-mail** if no one else has requested them. Late fees will not be assessed if a request for renewal is made **on or before the date materials are due**.
- I understand that there is a grace period of THREE DAYS after the due date, after which late fees will be assessed at the rate of **20 cents per item, per business day**. The maximum late fee that will be charged is the replacement value of the overdue item(s).
- I understand that **all or part of my deposit will be forfeit** if borrowed materials are lost, damaged beyond repair, or are not returned to the Program Resource Center by 30 days past the date they were due.
- I understand that if overdue items are shipped, mailed, or returned by another person, I am still responsible for the late fees.

Signature _____ **Date** _____

Deposit forfeited: Date _____ Amount \$ _____ Staff person initial: _____

SIGN-OUT FORM FOR _____

1 _____ book video audio game poster flags Treas. Box \$ _____

2 _____ book video audio game poster flags Treas. Box \$ _____

3 _____ book video audio game poster flags Treas. Box \$ _____

4 _____ book video audio game poster flags Treas. Box \$ _____

Checked out _____ Due Back _____ Renewed _____ \$ _____

() Troop () Personal Check # _____ (Staff member's initial) _____

1 _____ book video audio game poster flags Treas. Box \$ _____

2 _____ book video audio game poster flags Treas. Box \$ _____

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