



VIDEO AND RENTAL POLICY

Each video will cost \$5.00 to rent for a two week period. Along with the rental fee, a \$25.00 deposit per video or book is required.

PAYMENT: Fees must be separated into two checks, one for the rental fee, one for the deposit. The deposit check will be kept on file for 6 months; if there are no videos or books outstanding, it will be returned to you.

Late fees are assessed on the following per video or book basis;

1-7 days late = \$2.00

8-14 days late = \$4.00 etc.

After a video has been out of the office for six weeks, it will be considered lost, and the renting party will forfeit their deposit.

If requesting the video to be mailed out, a \$3.20 postage charge should be included with the rental fee.

NAME

ADDRESS

CITY

ZIP CODE

PHONE (DAYTIME)

VIDEOS REQUESTED (Use the video # to identify which tape)

1) _____ 2) _____ 3) _____

Rental Fees

\$5.00 rental fee per video/book = _____

\$25.00 deposit per video/book = _____

OFFICE USE ONLY: Date Mailed/Picked up _____

Date Due _____

Initial upon return _____