



History Committee Item Loan Agreement Form

Date: _____

Borrower's Information

Name:		
Address:		
City:	State:	Zip:
Email:		
Phone (H):	Phone (C):	Phone (W):
Troop #	Service Unit:	
Event Location:		

Pick Up / Return Information:

Pick-Up Date:		Return Date:		
Batavia	Buffalo	Jamestown	Lockport	Rochester

A \$25.00 refundable deposit must be made on or before the day of pick-up. The deposit must be made by check (payable to Girl Scouts of Western New York – History Committee). This deposit will be returned, less any charges for damage within 15 working days after the return of the item. Reserved items should be returned to the Service Center from which the items were borrowed. Items can be returned during the Service Center's regular hours of business.

Both parties must sign this loan form. If there are other conditions of the loan, they must be listed on this form or on a separate sheet attached to this form.

I accept responsibility for the prompt pick-up and return of requested item(s). I will ensure the proper use and care of the item(s) and will be financially liable for any loss or damage.

Signature: _____ Date: _____

TO BE COMPLETED AT THE TIME OF PICK-UP/RETURN

Signature/pick-up:	Date:
Council Signature:	Date:
Signature/return:	Date:
Council Signature:	Date:
Record damaged/missing items:	

