

1. History Item reservations can be phoned, faxed, E-mailed, or taken to the appropriate Service Center.
2. The \$25.00 refundable deposit will be processed the day of pick-up.  
Checks should be payable to: Girl Scouts of Western New York – History Committee.
3. The deposit check will be returned, less any charges for damages, within 15 business days of item return date.
4. Deposit charges are on a per event basis, not per day.
5. The items can be picked up or dropped off at the appropriate Service Center during business hours. Reservations should be made at least three weeks prior to pick-up date.
6. Uniforms can be picked up no more than one week prior to the event starting date, and must be returned no more than five days after the event ending date.
7. All requests are subject to availability.
8. Only History Items designated as “circulating” may be loaned.
9. At the time of the loan, the borrower will receive a **copy** of the signed *Item Loan Agreement Form*, and the original will go to the History Committee.

Buffalo Service Center 3332 Walden Ave., Suite 106 Depew, New York 14043	Batavia Service Center 5 Jackson St. Batavia, New York 14020	Jamestown Service Center 2661 Horton Rd. Jamestown, New York 14701
Rochester Service Center 1000 Elmwood Ave., Door #9 Rochester, New York 14620	Lockport Service Center 5000 Cambria Road Lockport, New York 14094	Telephone: 1-888-837-4610