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Date: \_\_\_\_\_

## Agency Video Membership Form

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Membership rules and conditions:**

The TAADAS Clearinghouse loans videos to Tennessee Agencies/Organizations free of charge for a period of 3 working days, up to 3 videos at a time. All Agencies/Organizations must fill out and sign this form before videos may be borrowed.

Agencies/Organizations borrowing videos will be held liable for late fees of \$3.00 per day per video, shipping and handling charges (13.50 per rental) if applicable, and cost of replacing damaged or lost videos. This is necessary because these videos are heavily used and are loaned on a reservation basis. Reservations are accepted up to 3 months in advance of your show date. Please schedule tapes as far in advance as possible to ensure you will receive the tape you want.

By signing below the Agency/Organization has agreed to having read this agreement and agrees to pay late fees, shipping and handling charges and replacement costs accrued by employees as applicable.

I \_\_\_\_\_ affirm I am an authorized representative of the agency/organization named above to sign for consent on the video(s) loaned under this authority.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY:		
Membership #: _____	ID: _____	Membership Expiration: _____
_____/_____/_____		