

FOR OFFICE USE ONLY DATE RECEIVED _____ EXPIRES: _____

CCRC's RESOURCE PLACE

Center Lending Agreement

Center _____

Center Director _____ E-mail address _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Phone :(day) _____ (night) _____ (cell) _____

Child Care Resource Center is pleased to provide the Resource Place as a service to you.

In order for everyone to utilize the materials and resources we ask your cooperation in following the rules below, and we ask that you read and sign this agreement. This agreement will help us ensure that items will be available for your continued use.

1. A signed agreement must be on file for any center wishing staff to borrow items from CCRC's Resource Place. A list of eligible staff should be submitted to Child Care Resource Center. [See back]
2. No more than **3** items per patron may be borrowed during a visit. Items may be kept for **one (1) month**. In the event an item is not returned, a one (1) week grace period is allowed. After the grace period, additional items may not be checked out until all past due items are returned. Items **can not** be rechecked.
3. All returned toys/equipment have to be properly cleaned and sanitized. A solution of 1 tablespoon of bleach to 1 quart of water should be used to sanitize toys and equipment. Toys/equipment marked machine washable (cloth toys and activity blankets) must be washed according to the manufacturer's directions on the label.
4. All items borrowed must be returned in good condition. If damage to an item is found, you will be assessed a replacement cost or repair fee. This fee must be paid before other items can be checked out.

The following will be considered as damages to resource materials:

- Permanent stains on toys
- Stains/writing on books
- Torn or missing pages of books
- Lost pieces of toys
- Broken toys
- Broken/missing containers or lids
- Broken Audio/Visual materials

5. Toys/equipment are to be returned in its proper container.

Thanks for you cooperation & enjoy using CCRC's Resource Place

