



# CCRR Lending Library Agreement Form



YMCA Child Care Resource and Referral

As per the Personal Information Protection Act (PIPA), information collected will be used only as necessary to deliver CCRR Services, and will not be disclosed to a third party without your permission. YMCA Child Care Resource & Referral abides by PIPA and FOIPPA relating to the collection, use, disclosure, retention & disposal of personal information.

### Applicant Contact Information

Facility/Program/Organization Name:

\_\_\_\_\_

First Name:

Last Name:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City:

Postal Code:

\_\_\_\_\_

Preferred Phone:

E-mail Address:

\_\_\_\_\_

### Office Use Only

Membership #: \_\_\_\_\_

Facility type: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Expires: \_\_\_\_\_

#### Check:

Gov. Picture ID (Parent, ECE, Student)

Pay stub (ECE)

College/Institution ID (Student)

### Membership/Subscriber Information

New Member

Renewal

Check One of the Following:

Licensed Family / In-Home Multi-Age

Subscriber

Licensed Group In-Home Multi Age

ECE Student

Licensed Group/Preschool/Out of School

Parent

Registered License-Not-Required



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### LIABILITY

The agreement applicant accepts all responsibilities and liabilities that may arise with the use of the resource library items. All items are to be used as per manufacturer's guidelines and ages.

YMCA CCRR is not responsible for any injuries to persons or damage to property that may arise through the use of materials borrowed.

### DAMAGED, LOST, and OVERDUE ITEMS

The borrower agrees to pay for the replacement of damaged or lost items. Invoices will be issued for items that are damaged, lost, or not returned in a timely manner. **All invoices issued will be subject to a \$5.00 administration fee.\*\*** Additional handling/shipping fees may apply. Borrowing privileges will be suspended until items have been returned or any outstanding invoices are paid in full.

### BORROWING PERIOD

All library items can be borrowed for : 1 month

All materials are to be returned on time, cleaned and in good condition. A cleaning fee of \$10.00 will be invoiced to the agreement applicant should any items be returned in unsatisfactory condition.

### RESOURCE CONTENTS

When borrowing any resources from the library, please check all the contents according to the checklist. If there are any items missing it is the borrowers responsibility to notify the YMCA CCRR within 48 hours of borrowing.

### LICENSED FACILITY STAFF AUTHORIZED to BORROW (Other than Main Contact): (or N/A)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

*I, the undersigned, acknowledge I have been authorized to borrow resources from the CCRR (OR on behalf of my Employer). In accordance with this agreement, the applicant/licensee/manager remains responsible for all items borrowed. In the event of non-compliance with "the agreement" the licensee/manager will be contacted directly regarding discrepancies.*

**I acknowledge that I have read the above information**

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

Permission to be added to the YMCA CCRR email information distribution List: Yes \_\_\_ No \_\_\_