

Harlan Community Library

Library Equipment Rental Agreement

(Updated 7/11/2016)

Organizational Name:	
Contact Person:	
Address:	
Phone Number:	
<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Camcorder <input type="checkbox"/> Projection Screen	
Rental Date:	
Rental Start Time:	
Rental End Time:	
\$50.00 Rental Deposit Paid:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• Rental is for 24 hours.• Rental is free.• If the equipment is returned late, there will be a \$20.00 charge per day until it is returned or until the late fee is equal to the replacement fee. • Deposit<ul style="list-style-type: none">○ There shall be a deposit of \$50.00 which must be paid by check. The check will be held and returned to the renter if the equipment is returned on time and in the same condition as when it was rented. ○ The check will be returned within 14 calendar days of the rental date by U.S. mail. ○ Damage fees or late fees will be taken out of the deposit check. Any remaining deposit fees will be returned to the renter within 30 days. • I understand that any damages to library property will be charged to me, the renter, including full replacement cost.• Any late fees or damage fees not covered by the rental deposit must be paid to the library in full within 30 days of receipt of invoice.	
Renter Signature:	
Date:	
Library Signature:	
Date:	