

Resource Room Membership Application

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

Last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_

Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I certify I am over 18 years of age.

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

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you like to receive notifications from LH Education?

 Email  Text Messages  Phone

Membership Type Requested:

  Individual Membership

  Professional Membership

 Additional Users: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understood the policies of the resource room membership and will adhere to them.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID and Address Forms : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment received in form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource Room Polices

How to Get a Membership:

If you have previously had an LH Education Resource Room card, please contact the office to update information and to reinstate your card.

Fill out an application and bring it along with 1 picture id and 1 proof of address form from the list below:

|  |  |
| --- | --- |
| Identification | Address |
| Driver License or state issued ID | Post marked mail with current name and address |
| Passport  | Lease, utility bill |
| Military ID  | car registration |
| Work ID Card  | pay stub |

Membership Levels:

 Individual Memberships allow for five items to be checked out at a time. Card is only valid for 1 individual to use.

Professional Memberships allow for 10 items to be checked out at a time. Card is valid for up to 3 teammates to share within the maximum of 10 items. However, the main account holder is responsible for all lost, damaged, or late items.

Renewal Policy:

 Most items can be renewed up to 3 times unless someone has placed a hold on the item

Holds:

If you are looking for a specific item, you may place it on hold to be the next person to borrow it. You will be notified when the item comes in and it will be held for 1 week for pick up before going back on the shelf or to the next person on the hold list.

Late, Lost or Damaged Policies

Late Charges are $0.25 per day on most items unless noted differently on the packaging when renting, with a maximum late charge of $7.00 (28 days).

Items more than 28 days overdue are classified as lost and full replacement value is charged to the membership account. Lot items maybe returned for credit back to the account up to 1 year from date of lost.

Damaged items may be accessed a replacement value fee if the item is no longer usable. This does not include normal wear and tear.

Membership can be suspended when fines reach a balance of more than $15.00

Accounts with balances over $50 may be accessed a $10 collection fee and turned over to collections.