Virginia Center on Aging Video Lending Library

Letter of Agreement

I, _____ of _____
name (please print) organization
acknowledge that I am borrowing _____
name of video (if borrowing more than one please list below)
from the Virginia Center on Aging and promise to return whatever I borrow the day after I view the video(s). If the video(s) is not received within 15 days, I promise to pay a fine of $20 to the Virginia Center on Aging. An additional $5 fee will be added for each business day the video is not received after the initial 15 days. The fee will not exceed the price of the video.

Other Videos Being Borrowed:

2.

3.

_____
Printed Name

_____ _____
Signed Name Date

Please fax this letter of agreement to 804/828-7905. As soon as the signed agreement is received, the video(s) requested will be mailed to you.