

KEEP THIS COPY FOR YOUR RECORDS

**OKLAHOMA DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES**

**THIS DOCUMENT
CAN NOT BE
FAXED**

**PREVENTION RESOURCE CENTER
VIDEO LOAN AGREEMENT**

**CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS BEFORE
EXECUTING THIS LOAN AGREEMENT.**

To be eligible to borrow videos, a signed Video Loan Agreement and a current copy of your Oklahoma driver's license must be on file with the Prevention Resource Center. This Agreement must be updated annually, beginning January 1.

No more than two (2) videos will be loaned to any individual at any given time. Videos are loaned for a period of one week at no charge. However, if lost or returned in damaged condition, the borrower is responsible for the total cost of replacement. Upon ten (10) working days delinquency, the individual will be billed a \$10.00 late fee per video. Upon thirty (30) days delinquency, legal action may be initiated to recover cost(s).

Videos returned by mail must be sent via *INSURED MAIL* @ \$200.00 per video. Videos returned in person must be turned in and processed through the Oklahoma Prevention Resource Center. Videos turned in to another area/division shall be construed as missing and the borrower shall be billed accordingly.

Video(s) must not be loaned out to other individuals/agencies and must remain within the State of Oklahoma.

If you are returning videos by *INSURED MAIL* please send to:
Norma Janssen, Prevention Resource Center
Oklahoma Department of Mental Health
And Substance Abuse Services
2401 NW 23rd, Suite 82
OKC, OK 73107

If you have any questions about the loan agreement, please contact Norma Janssen at (405) 522-3810, or by email: njanssen@odmhsas.org

Thank you and Happy Viewing,

Prevention Resource Center



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Year 2009

(PLEASE PRINT)

Name: _____
Last Name First Name MI

Address: _____
Street City Zip

Home Phone: _____

Driver's License #: _____
A COPY OF YOUR DRIVER'S LICENSE MUST BE ATTACHED TO THIS FORM

Organization: _____

Address: _____
Street City Zip

Business Phone: _____ Email Address: _____

Job Title: _____

I have read and agree to the terms and conditions as stated above and have received my copy of the Video Loan Agreement terms and conditions attached.

Signature

Date