



# girl scouts of southern appalachians

1567 Downtown West Blvd. ♦ Knoxville, TN 37919  
 Phone: 865.688.9440 ♦ Toll Free: 800.474.1912  
 Fax: 865.689.9835 ♦ girlsoutcsa.org

## DAISY'S PLACE PROGRAM CENTER

### Rental – SEWING MACHINES

Borrower \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (a.m.) \_\_\_\_\_ Phone (p.m.) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Duration of Loan: From \_\_\_\_\_ Until \_\_\_\_\_  
 Purpose of Loan: \_\_\_\_\_  
 Registered Girl Scout Adult \_\_\_\_\_ Girl Scout Position \_\_\_\_\_

The Girl Scouts Council of the Southern Appalachians lends the object(s) listed below to the borrower (as listed) under the following conditions. If there are any other conditions of the loan, they must be listed on this form.

- \_\_\_\_ 1. The borrower understands that a damage deposit fee of \$20 for each item is required. This is refundable when machines are returned in acceptable conditions.  
**Note: An additional \$5 usage/maintenance fee for each sewing machine is non-refundable – to be used for simple maintenance and replacement of supplies. Please write a separate check for maintenance fee.**
- \_\_\_\_ 2. A copy of the adult borrower's Sew-EZ card must be presented for use of sewing machines.
- \_\_\_\_ 3. Borrowed object(s) will be retained in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the Daisy's Place coordinator.
- \_\_\_\_ 4. Borrowed object(s) may not be loaned to a third party.
- \_\_\_\_ 5. The borrower agrees to use the loan only for the purpose stated in this form.
- \_\_\_\_ 6. The borrower is responsible for moving, packing, ensuring, all other aspects of pickup up and returning the borrowed object(s).
- \_\_\_\_ 7. These conditions may be amended by the agreement of both parties at any time during the period of the loan.
- \_\_\_\_ 8. All refundable deposits will be returned **by mail** following inspection of borrowed items by appropriate volunteer and **completion of Participation Summary**. If major repair costs exceed the total damage deposit, the adult borrower/organization will be responsible for any additional costs.

Catalog/Machine Number	Description	Condition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For the Council:**  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**For the Borrower:**  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ Returned in the condition received \_\_\_\_\_ Deposit Refunded \_\_\_\_\_ Date Mailed \_\_\_\_\_ Initials  
 \_\_\_\_\_ Returned incomplete or in damaged condition \_\_\_\_\_ Deposit Forfeited \_\_\_\_\_ Date Contacted \_\_\_\_\_ Initials