VIDEO/DVD REQUEST FORM

Video/DVD Check-Out Procedure

1. CCIRA Councils or individual CCIRA members are able to check out video/DVD titles on a first come first served basis.
2. Provide the information along with list of video/DVD titles and dates by completing this form or by sending an email.
3. Requests will be confirmed by phone or by e-mail.
4. Videos/DVDs will be mailed one week prior to date of use.
5. Videos/DVDs **must be returned within 5 days of date used** by insured mail (valued at $100 per video/DVD).
6. No fee is charged for use of videos/DVDs. If the videos/DVDs are not returned within 5 days after use, the user will be charged (on the credit card listed below) a late fee of $5 and $1 per day until the videos/DVDs are returned.
7. Please complete and return evaluation form with videos/DVDs.

CCIRA Council Name and Contact Person or CCIRA Member Name	
CCIRA Member Number and Expiration Date	
Mailing Address	
City/State/Zip	
Phone (home & work)	
email	
Credit Card # ☐ MasterCard ☐ Visa	

Video/DVD	Date of Use

(Duplicate as needed.)

Mail this form to:

Sue Goodenow • 250 Barker St. • Craig, CO 81625

sue.goodenow@ccira.org

You can also retrieve a video/DVD request form electronically at www.ccira.org