

ARMY COMMUNITY SERVICES LOAN CLOSET

(AR 215-1)

IMPORTANT

PLEASE READ AND SIGN BEFORE LEAVING LENDING CLOSET

1. ALL ITEMS ARE LOANED FOR A 30 DAY PERIOD. EXTENSIONS WILL BE GRANTED ON A CASE BY CASE BASIS. TO REQUEST AN EXTENSION PLEASE TELEPHONE 287- 4471 OR STOP BY BLDG 36.
2. ALL ITEMS MUST BE RETURNED IN THE SAME CONDITION IN WHICH THEY WERE RECEIVED. NO ITEM WILL BE ACCEPTED UNLESS IT IS CLEAN. IF AN ITEM IS DIRTY, YOU WILL BE ASKED TO CLEAN THE ITEM AND THEN RETURN IT.
3. IF THE ITEMS ARE NOT RETURNED WITHIN 30 DAYS, A LETTER WILL BE SENT TO YOUR COMMANDER WITH A 10 DAY SUSPENSE. IF THE ITEMS ARE NOT RETURNED BY THE SUSPENSE DATE, ON THE NEXT DUTY DAY A LETTER WILL BE SENT TO YOUR BATTALION COMMANDER. IF THE OVERDUE ITEMS ARE NOT RETURNED WITHIN 10 DUTY DAYS OF THE SUSPENSE ON THE BATTALION COMMANDER'S LETTER, A REPORT OF SURVEY WILL BE INITIATED.
4. THE ACS RELOCATION STAFF WILL BE HAPPY TO ASSIST IF YOU HAVE ANY QUESTIONS REGARDING THE OPERATION OF ANY ITEM CHECKED OUT OF THE LENDING CLOSET. IF YOU NEED ASSISTANCE, PLEASE TELEPHONE 287- 4471 OR COME TO BLDG 36.
5. I UNDERSTAND AND AGREE TO THE TERMS FOR BORROWING FROM THE ACS LENDING CLOSET.

SIGNATURE

DATE