

**OHIO HOTEL AND LODGING ASSOCIATION
RESOURCE LIBRARY
DEPOSIT AND CHECKOUT AGREEMENT**

Thank you for inquiring about our Resource Library. All of our materials are available for your use in our office or at your property. If you are viewing in our office, please call ahead so that we can have staff available to help you.

Materials checked out of our library will require a deposit equal to their **retail value**. Deposits are fully refundable when the material is returned in good condition. Checks and credit card deposits will not be deposited / processed unless the materials are not returned. Upon receipt of a signed agreement and an appropriate deposit we will send you the requested material(s). Limit two at a time.

Materials are due back in our office **3 weeks (21 Days)** from the date they are sent to you. Upon return of the material, we will return your deposit in full.

MATERIAL: (limit 2 at one time)

Name	Type
1. _____	_____
2. _____	_____

Property: _____

Responsible Person: _____

Phone: _____

Payment Form: Check \$ _____ (Made payable to OH&LA)
 Credit Card Type: V MC AMX # _____
 Exp. Date: _____ Issued To: _____
 Signature: _____
 Date: _____

Date Checked Out: _____ **Date Due Back:** _____ **Date returned:** _____



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